T4 TimeSaver.NET Guide

T4 TimeSaver.NET Guide

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Foreword

ELM Computer Systems Inc. would like to than you for using T4 TimeSaver.NET.

It is because of our clients, both new and returning, that this product has become the superior information return preparation tool that it is today.

Thank you!

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Part I

1 Introduction

1.1 About T4TimeSaver.NET

Since its introduction in 1988, T4 TimeSaver has been used by thousands of Canadian businesses each year to reliably produce CRA and MRQ information returns. Originally written for MS-DOS, T4 TimeSaver was rewritten for the Windows environment in 1997 and subsequently updated to run on the .NET framework in 2007. If you have need of one of our older versions, all T4 TimeSaver releases from 1997 on are available for download from our website:

www.t4timesaver.com

The T4 TimeSaver development team is committed to providing software for producing Canadian information returns that is superior to any other system. With that in mind, this newest version of the T4TimeSaver program, T4 TimeSaver.NET, has been rewritten from the ground up to provide a solid foundation for ongoing product development and simplify the addition of new product features.

New features in the 2009 version of T4 TimeSaver.NET include:

- Introduction of **T4 TimeSaver Enterprise** version with the following enhanced features:
  - enhanced reporting and management functions
  - event viewer
  - create individual PDFs for recipient slips
  - email PDF slips to recipient
  - use import to update existing data
- Database backup and restore
- Database repair can backup the database before repairing it
- Enhancements to improve usefulness at non-standard screen resolution and dpi settings
- New forms added: T2200, T2202A (**Basic, Plus & Enterprise only)**; RL-8 and Quebec Partnership Schedules A, B, C, D & E (**Plus & Enterprise only)**
- Improved awareness of Windows Regional Settings; as in use of the period as the thousands separator in place of the comma
- Vastly improved performance, especially when electronically filing tens-of-thousands of slips!

For more than 20 years suggestions and requests from our clients have helped us continually improve T4 TimeSaver. (**THANK YOU!** We sure appreciate your help!) No matter how long you've been using T4 TimeSaver, please let us know if you have an idea that could improve it. While we do not guarantee that we will include all suggested improvements in T4 TimeSaver, we promise you that we will carefully consider each suggestion you make.

1.1.1 Version Comparison

T4 TimeSaver is available in five versions (Online, Lite, Basic, Plus and Enterprise) enabling T4 TimeSaver to provide a variety of features that will satisfy the requirements of any firm; no matter how large (or how small). Throughout this manual, features that are available only on specific versions of T4 TimeSaver will be appropriately noted.

T4 TimeSaver Online - Geared toward the smaller business (producing up to 15 slips for 1 or 2 companies), T4 TimeSaver Online is our lowest cost solution. Even so, it enables even the smallest business to produce professional T4, T4A and T5 returns. Compatible with any web browser, T4 TimeSaver Online lets you work wherever you have Internet access. Because of its intuitive Internet interface T4 TimeSaver Online is not covered in this manual. If you would like to give T4 TimeSaver Online a try you can visit the T4 TimeSaver Online website: T4 TimeSaver Online

T4 TimeSaver Lite - Our entry level Windows version, T4 TimeSaver Lite has been designed for firms with smaller data processing requirements and subsequently not requiring the full versions of T4

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TimeSaver. Returns can be prepared for up to five companies, with a maximum of 25 slips of each type for each company.

T4 TimeSaver Basic - T4 TimeSaver Basic is the ideal solution for your information return preparation needs; whether you produce returns for your own organization or for multiple client organizations. Unlimited in the number of returns it can process, T4 TimeSaver Basic can be used to prepare returns for even the largest organizations with a minimum of fuss and bother. Databases created with T4 TimeSaver Basic are fully accessible by T4 TimeSaver Plus and T4 TimeSaver Enterprise.

T4 TimeSaver Plus - Our most popular package, T4 TimeSaver Plus includes all the features of T4 TimeSaver Basic but provides greater flexibility by adding expanded electronic filing, multi-user networking, data import and partnership forms. T4 TimeSaver Plus is used by more firms across North America than any other T4 TimeSaver version. Databases created with T4 TimeSaver Plus are fully accessible by T4 TimeSaver Basic and T4 TimeSaver Enterprise.

T4 TimeSaver Enterprise - T4 TimeSaver Enterprise is an enhanced version of T4 TimeSaver Plus and has been designed to meet the data entry, reporting and management needs of even the largest organizations. With enhanced reporting and forensic analysis capabilities, T4 TimeSaver Enterprise will become THE tool of choice for professionals across Canada. For the 2009 tax season, T4 TimeSaver Enterprise is available for the same cost as T4 TimeSaver Plus; giving you the chance to test drive its advanced features at a very reasonable price. Databases created with T4 TimeSaver Enterprise are fully accessible by T4 TimeSaver Basic and T4 TimeSaver Plus.

If at any time during the 2009 tax season you find that you require a different version of T4 TimeSaver you can upgrade or downgrade to a version that better meets your needs. You will be invoiced or refunded for the price difference, including taxes, between the version you have and the version you are changing to. Shipping charges cannot be refunded on returns. Databases are fully interchangeable between T4 TimeSaver Basic, T4 TimeSaver Plus and T4 TimeSaver Enterprise. If you are moving to or from T4 TimeSaver Online or T4 TimeSaver Lite ELM's technicians can import the databases for a fee.

Please refer to the following chart to determine which version of T4 TimeSaver will best meet your needs.

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T4 TimeSaver Version Comparison Chart (2009)					
	T4 TimeSaver ONLINE [2, 3]	T4 TimeSaver LITE [3]	T4 TimeSaver BASIC	T4 TimeSaver PLUS	T4 TimeSaver ENTERPRISE
Platform	Internet	Windows [1]	Windows [1]	Windows [1]	Windows [1]
Max. number of companies	Unlimited	5	Unlimited	Unlimited	Unlimited
Max. number of slips per return	Unlimited	25	Unlimited	Unlimited	Unlimited
User friendly data entry	Yes	Yes	Yes	Yes	Yes
Find/Adjust over/under CPP/QPP, EI & QPIP	Yes	Yes	Yes	Yes	Yes
Carry data forward to subsequent years [3, 4]	Yes [3]	Yes [3]	Yes [4]	Yes [4]	Yes [4]
Free: Small business use [2]	Yes [2]				
Free: Technical Support Email: 9am - 8pm EST, Mon - Fri Tel: 9am - 5pm EST, Mon - Fri	Yes	Yes	Yes	Yes	Yes
T4, T4A, T5 returns	Yes	Yes	Yes	Yes	Yes
RL1, RL3 returns		Yes	Yes	Yes	Yes
NR4, T4ANR, T4A(P), T4ARCA, T4PS, T5018, T2202A, T1204, RL2, RL8, RL17, RL25 returns			Yes	Yes	Yes
T5013 (Sch. 1, 2, 6, 8, 10, 12, 50, 52, 100, 125, 141) & RL-15 (Sch. A, B, C, D, E) returns				Yes	Yes
Internet filing in CRA & MRQ XML format	Yes [5]	Yes	Yes	Yes	Yes
Print CRA & MRQ approved facsimile returns	Yes	Yes	Yes	Yes	Yes
Print returns on CRA & MRQ preprinted forms		Yes	Yes	Yes	Yes
On screen preview of all reports		Yes	Yes	Yes	Yes
Save reports as PDF files		Yes	Yes	Yes	Yes
Export reports to file (e.g. CSV, Excel & PDF)		Yes	Yes	Yes	Yes
Simultaneous live display of multiple forms		Yes	Yes	Yes	Yes
Batch print returns		Yes	Yes	Yes	Yes
Batch Internet & CD/DVD filing				Yes	Yes
Import data from CSV, Excel, XML & Payroll				Yes	Yes
Concurrent database access for all users				Yes	Yes
System event viewer					Yes
Email PDF slips to recipient					Yes
Enhanced data import: Import specific columns & Update existing data					Yes
Trustee assignment					Yes
Enhanced company filing status					Yes
Price - Annual Site License [2]	$19.95 [2] first return, $9.95 add'l	$90.00	$255.00	$410.00	~~$550.00~~ **$410.00** *(for 2009)*

NOTES (features may change without notice):

(1) - T4 TimeSaver (Windows versions) will run on any currently supported version of Windows.
(2) - Subsequent returns are $9.95 each. Businesses with up to 10 employees may use T4 TimeSaver Online for FREE!
(3) - Data created with T4 TimeSaver Online or T4 TimeSaver Lite will carry forward only to subsequent versions of the same product. If necessary, ELM Computer systems can transfer data from either product to one of the Windows versions for a reasonable fee.
(4) - Data with T4 TimeSaver Basic, T4 TimeSaver Plus or 4 TimeSaver Enterprise is accessible to ALL Windows versions.
(5) - T4 TimeSaver Online will electronically file T4 returns only.

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1.2 About ELM Computer Systems Inc.

ELM Computer Systems Inc. was established in 1978 to provide comprehensive Information Technology services to small & medium businesses in the Greater Toronto Area. Although concentrating on the GTA, ELM provides reliable remote support and management solutions to businesses anywhere in Canada. Our clients include members of the accounting, health, legal and transportation industries as well as many others. Over the years and through continual training we have acquired expertise in all aspects of Windows based computing & networking and custom software design on systems from handheld to desktop computers. Because our staff has an average of over 20 years experience we are also often called upon to support older technologies such as Novell and other obsolete software.

Please visit our website to learn more about ELM Computer Systems: www.elmcomputers.com

Here is a sample of the resources available from ELM Computer Systems:

- Onsite and remote support & maintenance of stand-alone computers or entire networks
- Consulting services
- Custom software
  - T4 TimeSaver: The software described in this user guide (www.t4timesaver.com)
  - AvanTax: Automobile taxable benefits calculator (www.avantax.ca)
  - Handheld data collection for field technicians (www.elmcomputers.com/ELM_Computer_Systems_S100.html)
- ELM Bulletin - Monthly newsletter covering all aspects of business computing (www.elmcomputers.com/ELM_Computer_Systems_Bulletin.html)

If you have any questions about how ELM can help you get the best use out of your computers please use the contact information provided below.

ELM Computer Systems Inc.
502 Gordon Baker Road
North York, Ontario
L1T 2Z2

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Toll Free: 800 268 3211
Fax: 416 495 0044

Email: info@elmcomputers.com
Website: www.elmcomputers.com

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1.3 Technical Support

As a registered user you may telephone, fax, or e-mail us with your questions about the installation and use of the T4 TimeSaver program.

English Technical Support

English technical support is available by telephone from our Toronto office Monday to Friday from 9am to 5pm ET.
English technical support is available by email Monday to Friday from 9am to 8pm ET. Email will be periodically checked on Saturdays so that emergency situations can be attended to.

English Technical Support Hot Line (GTA):	416 495 1624
Toll Free:	800 268 3211
Fax Number:	416 495 0044
Email:	support@t4timesaver.com
T4 TimeSaver Website:	www.t4timesaver.com
Related Website: AvanTax (*automobile taxable benefits calculator)*	www.avantax.ca
Corporate Website:	www.elmcomputers.com

To submit an error log to our technical support team via FTP, select **Send Error Log to Technical Support** from the **Help** menu.

French Technical Support

Technical support is available in French from our Montreal office from 9am to 5pm ET.

French Technical Support Hot Line:	514 499 9669

Confidentiality Statement
Under certain support circumstances, the T4 TimeSaver technical support staff may request that you make your database(s) available to them during the resolution of your technical support issue. Rest assured that under no circumstances will data submitted to ELM Computer Systems by its clients be used for any purpose other than the resolution of technical problems encountered in the use of T4 TimeSaver. Data will neither be disseminated to third parties nor will it be used in any manner not immediately related to the resolution of these technical problems.

Please be advised that our technical support staff may not be able to resolve your problem if they are not able to work with a copy of your data.

1.4 Receiving Updates

If you provided a valid email address with your order, you will receive email notifications whenever a significant update to T4 TimeSaver is released. Updates will be sent by Canada Post to all clients purchasing the Update Mailout Service (option 4 on the order form). If you did not purchase the Update Mailout Service, you can download the updates from our website (**T4 TimeSaver**) at no cost. Because of its size, downloading an update is not recommended for those with dial-up Internet connections.

The **Downloads** section of the **T4 TimeSaver** website will give details about all updates to the current release of T4 TimeSaver as well as final releases for all versions of T4 TimeSaver from 1997 onward. Versions of T4 TimeSaver prior to 1997 are no longer available.

1.5 Requesting System Enhancements

We value your suggestions at ELM Computer Systems Inc. and will attempt, as much as possible, to incorporate them into future versions of T4 TimeSaver.

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Many of the features now available in T4 TimeSaver are the result of suggestions made by our clients. If there is a form or feature you would like to see added to T4 TimeSaver please call or **send us an email** to tell us about it. We will give each suggestion our careful consideration but cannot promise that every suggestion will be incorporated into a future release of T4 TimeSaver.

To all of you who have provided suggestions over the past 20 years: Thank you for your help in making T4 TimeSaver the finest tax slip preparation software available in Canada!

1.6 Hardware Requirements

Computer
Any computer with the recommended settings to support a current version of Windows.

Operating System
Any current version of Windows: Windows XP™, Windows Vista™, Windows 7™, Windows 2003™ or Windows 2008™. (T4 TimeSaver may run on older versions of Windows as well but as these versions are no longer supported by Microsoft they may not be compatible with all aspects of the .NET framework.) T4 TimeSaver will also run in Terminal Server environments but must be installed using the proper procedures. (Although we do not recommend it, some of our clients use T4 TimeSaver on Novell networks. Care must be taken to ensure proper path naming conventions as some Novell versions will crash on file or folder names longer than eight characters.)

System Memory
Any system able to support a current version of Windows should be able to run T4 TimeSaver. As a guideline, Windows XP™ will offer its best performance with 2Gb of RAM installed while Windows Vista™ and Windows 7™ will run best with at least 3Gb of RAM. We do not recommend using Windows XP™ with less than 1Gb of RAM or Windows Vista™ or Windows 7™ with less than 2Gb of RAM. Speak with your IT people if you suspect that your system has insufficient RAM installed.

Disk Drives
A hard disk drive with at least 100 Mb of available disk space is required for installation of the program files while leaving sufficient space for data files. An empty data file will typically be larger than 5Mb. Data may be stored on either a hard disk or on removable media. T4 TimeSaver performs best if data is stored on a local hard disk or network share. The software and/or its data files may also be installed on a network file server.

For optimal performance of T4 TimeSaver and other software, ensure that you have sufficient space available on your hard disk for Windows to maintain paging file (also known as a swap file or virtual memory). Typically this file is 50% larger than the amount of available RAM installed on your system. (For example, if you have 2Gb of RAM installed the paging file will typically be: 2Gb X 1.5 = 3Gb.) Speak with your IT people if you suspect that your paging file is improperly configured.

You should also ensure that sufficient space is available on the hard disk for any temporary files, such as print jobs, that are created during normal system operation.

Printer and Other Output
Slips and summaries are generated as PDF files which can be printed on ink jet and laser printers. You may also file most types of returns on diskette, CD, DVD, or via the Internet, significantly reducing your paper requirements and the labour involved in producing these returns.

1.7 License Agreement

T4 TimeSaver ("program") is owned by ELM Computer Systems Inc. ELM Computer Systems grants you, the registered user, a nonexclusive, nontransferable license to use the program. You are

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expressly prohibited from distributing the program with its authorization code to any third party, regardless of whether such distribution is for profit. All rights, title and interest in and to the program, and all documentation, code and logic which describes and/or comprises the program are vested in ELM Computer Systems. Your right to use the program is conditional upon and limited by the terms and conditions of this license. You may not: (a) modify, adapt, translate, reverse engineer, decompile, disassemble, or create derivative works based on the program; or (b) loan, rent, lease or sublicense the program or any copy, without the prior written consent of ELM. Any violation of these provisions will constitute an automatic revocation of your license to use the program and will subject you to substantial liability under the applicable legislation of the jurisdiction in which the program is being used. All other trademarks are the property of their respective owners.

You are permitted to use the program on any and all personal computers at your location (i.e. a single street address), with no restriction on the number of users. (T4 TimeSaver Plus and T4 TimeSaver Enterprise versions are required to enable multiple concurrent access to a single database.) Use of the program at other locations (i.e. different street addresses) is prohibited unless separate licenses have been purchased for each location.

1.8 Warranty Information

We warrant to you for ninety (90) days from the date you received the software package that the package contains an accurate reproduction of the program, and the copy of the User Manual is accurately reproduced. The program itself is excluded from our warranty. To obtain replacement of these materials, you must (i) return the inaccurate package or copy of the User Manual to us within the warranty period, or (ii) first notify us in writing within the warranty period that you have found an inaccuracy and then return the materials to us. This limited warranty only covers the original user of the software package, and we make no other warranties expressed or implied. ANY AND ALL WARRANTIES RELATING HERETO ARE LIMITED IN DURATION TO THIS NINETY-DAY WARRANTY PERIOD. REPLACEMENT OF THE DISK CONTAINING THE PROGRAM OR USER MANUAL IS YOUR EXCLUSIVE REMEDY AND SOLE MEASURE OF RECOVERABLE DAMAGES.

Disclaimer
The Package (The program and the User Manual) is licensed "as is", without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, without limitation; all warranties against infringement or the like respecting the package are hereby disclaimed by us. We do not warrant that any functions contained in this package will meet your requirements or that your use of the package will be uninterrupted or error-free.

We shall have no liability to you or any third party regarding the package, the User Manual or otherwise in warranty, contract, tort, or otherwise. In no event will we be liable for any direct, incidental, special, indirect, general, or consequential damage or loss of any nature (such as damage to property, damages resulting from delay, claims of third parties, loss of profits, or injury to person) which may arise in connection with the use of or inability to use this package. This clause shall survive failure of an exclusive remedy. We specifically disclaim liability for any and all forms generated by the Package for submission to CRA or Revenu Québec. It is the users' responsibility to ensure that the proper forms are used and, with respect to the Relevé slips, that the serial numbers on the forms are unique and within the range assigned to the user by ELM Computer Systems, Inc.

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Part II

2 Getting Started

2.1 Installation

T4 TimeSaver may be installed on any disk drive accessible to your computer. The two installation options, Single User and Network Administrator, are described below. If you used T4 TimeSaver in 2008, you may install the program without affecting last year's database(s), nor will reinstalling the current program affect the current year's database(s). Despite this we strongly recommend that you ensure you have a reliable backup of your data prior to installing any new T4 TimeSaver releases and/or updates.

For fastest program response and most secure retention of data it is recommended that data files be stored on either a local or network disk drive. Data files can also be stored on many USB flash drives provided sufficient space is available.

Before beginning either installation option note that:

1. The logon account used for the installation must have local administrator privileges on the computer where the installation will take place.
2. The logon account must have read/write access to all network resource involved in the installation.
3. All T4 TimeSaver users must have read/write access to network folders containing T4 TimeSaver databases.
4. In a Network Administrator installation all T4 TimeSaver users must have read/write access to the T4 TimeSaver installation folder.

To install T4 TimeSaver from the CD follow these steps

1. Copy the original CD media and store the original in a safe place.
2. Close all open applications to avoid possible conflicts with the installation program.
3. Insert the copied installation CD in an appropriate drive.
4. The installation program should start automatically, please follow the steps below if it does not:
    a. Click on the Windows **Start** button, usually in the lower left corner of your display.
    b. Start the Windows **Run** dialogue by one of the following methods:
        i. In Windows XP - select **Run** from the **Start Menu**.
        ii. In Windows Vista - type **Run** in the Search box.
        iii. In any version of Windows - hold down the Windows key (left of the space bar, with the Windows flag logo) at the same time as the letter "R".
    c. Type ***drive*:t4netsetup** (where "*drive*" designates the drive containing the installation CD) in the Run dialogue.
    d. Click **OK** to begin installing T4 TimeSaver.

To install T4 TimeSaver from the Internet follow these steps:

1. Download the installation package from our website, if your Internet browser give you the choice to save or run the installation package, please save it to a location you can remember for the next step:
    T4 TimeSaver Downloads
2. Close all open applications to avoid possible conflicts with the installation program. If you close any security applications prior to installation, please remember to restart them once T4 TimeSaver has been installed.
3. Start the Windows **Run** dialogue:
    a. Click on the Windows **Start** button, usually in the lower left corner of your display.
    b. Start the Windows **Run** dialogue:
        i. In Windows XP - select **Run** from the Start Menu.
        ii. In Windows Vista - type **Run** in the Search box.
        iii. In any version of Windows - hold down the Windows key (left of the space bar, with the Windows flag logo) at the same time as the letter "R".

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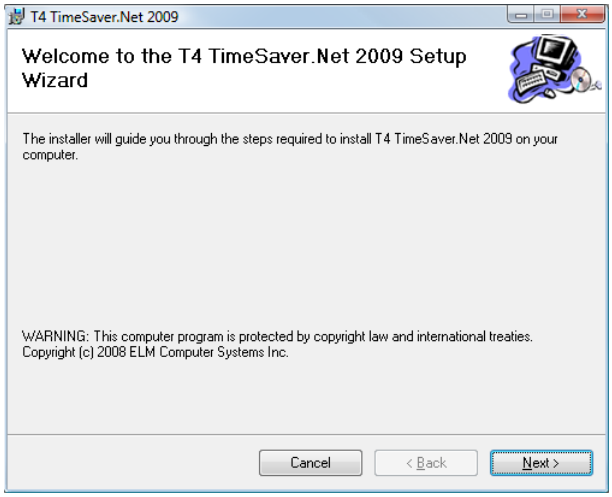
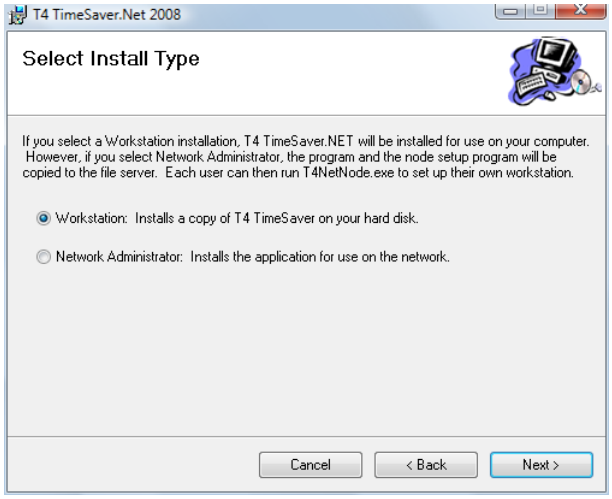
c. Type ***location*\t4netsetup** (where "*location*" designates the folder where you saved the downloaded installation package) in the Run dialogue.
d. Click **OK** to begin installing T4 TimeSaver.

Continuing the installation

When the setup program begins, follow the directions as they appear on your display. Unless you have special installation requirements or are installing to a network location you can generally accept the default settings.


T4 TimeSaver.Net 2009
Welcome to the T4 TimeSaver.Net 2009 Setup Wizard
The installer will guide you through the steps required to install T4 TimeSaver.Net 2009 on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Copyright (c) 2008 ELM Computer Systems Inc.
Cancel
< Back
Next >


T4 TimeSaver.Net 2008
Select Install Type
If you select a Workstation installation, T4 TimeSaver.NET will be installed for use on your computer. However, if you select Network Administrator, the program and the node setup program will be copied to the file server. Each user can then run T4NetNode.exe to set up their own workstation.
Workstation: Installs a copy of T4 TimeSaver on your hard disk.
Network Administrator: Installs the application for use on the network.
Cancel
< Back
Next >

You will be given the option to install T4 TimeSaver in one of two ways: As either a Workstation or Network Administrator installation.

Workstation Installation

Select Workstation from the **Select Install Type** window if you will install T4 TimeSaver individually on each workstation. This will install the program on any local hard drive or network drive available to the workstation and place all support files and resources required by the program on the workstation's hard drive. This is the best option to choose if you do not have a network or will be using T4 TimeSaver on a small number of workstations.

Network Administrator Installation

Select **Network Administrator** from the **Select Install Type** window if you will install T4 TimeSaver on a network drive for subsequent distribution to each workstation. At each workstation, you will be

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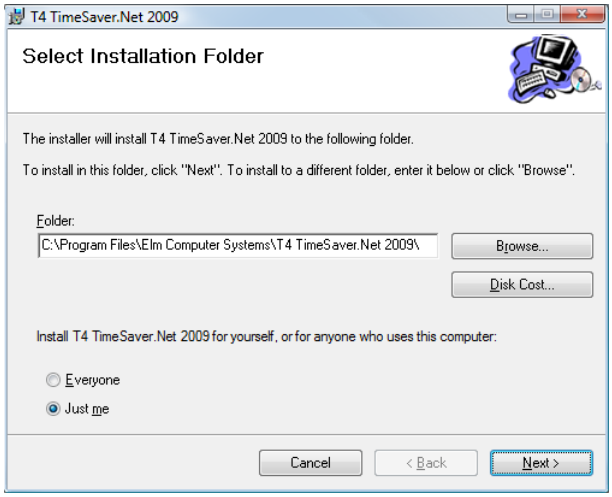
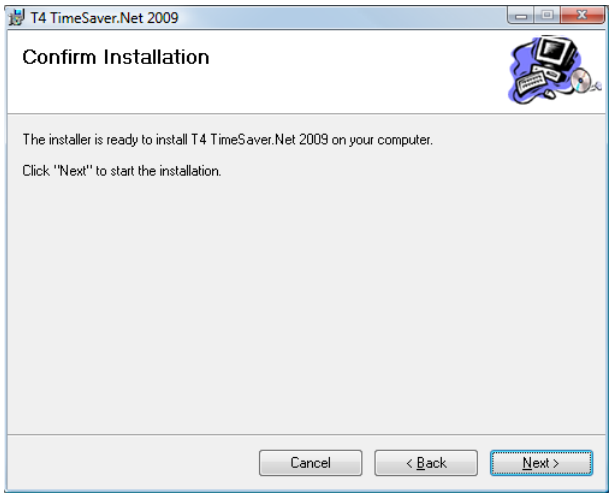
required to run T4NETNODE.EXE from the network drive to copy the files needed to run the program onto the workstation. This is the best option to choose if many people will be using T4 TimeSaver on computers connected by a network.


T4 TimeSaver.Net 2009
Select Installation Folder
The installer will install T4 TimeSaver.Net 2009 to the following folder.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\Elm Computer Systems\T4 TimeSaver.Net 2009\
Browse...
Disk Cost...
Install T4 TimeSaver.Net 2009 for yourself, or for anyone who uses this computer:
Everyone
Just me
Cancel
< Back
Next >

Select Installation Folder

Enter the destination folder in the **Folder** field; this is the folder that the T4 TimeSaver executable will be installed, it should be located on a hard drive that is always available to the workstation. It is recommended that you not install T4 TimeSaver to a removable storage device.


T4 TimeSaver.Net 2009
Confirm Installation
The installer is ready to install T4 TimeSaver.Net 2009 on your computer.
Click "Next" to start the installation.
Cancel
< Back
Next >

Click **Next** to proceed with the installation of T4 TimeSaver

NOTES:

1 - Workstation Installation - A Workstation installation will still permit the workstation to access data files stored on a network but necessitates that any updates be installed separately on each workstation where a Workstation installation has been performed.

2 - Network Administrator Installation - After completing the Network Administrator installation, it will be necessary to go to each workstation where T4 TimeSaver will be used and run the program **T4NETNODE.EXE** from the Network Administrator installation folder. This can be done using Active Directory and/or one of a variety of scripting tools. Once T4NETNODE.EXE has completed, the T4 TimeSaver icon will appear on the desktop; double clicking this icon will complete the installation process and start T4 TimeSaver. (If the workstation is subsequently disconnected from the network,

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T4 TimeSaver will still operate but will not be able access the **User Profile** 24 and any data files located on the network.) The advantage of a Network Administrator installation is that, in most cases, program updates will only need to be installed on the server to have all updates propagate to the workstation(s). **IMPORTANT NOTE -** To prevent User Account Control (UAC is a security feature built into Windows Vista and Windows 7) from interfering with the T4NETNODE installation follow these steps:

1. Right-click on **T4NETNODE.EXE** (do not double-left-click).
2. From the menu, choose the option to "Run as administrator."
3. **T4NETNODE** installation will begin.

3 - Terminal Servers - Using T4 TimeSaver in a Terminal Server environment requires that a **Workstation Installation** of T4 TimeSaver be performed from the console of your Terminal Server using the appropriate Terminal Server application installation protocols. On most Windows servers Terminal Server applications are installed using "Add or Remove Programs" from the Control Panel.

4 - Databases - Whether have computers on a Workstation Installation, a Network Administrator Installation or both; any T4 TimeSaver databases created by one installation can be opened by the other. The only caveat to this is that all T4 TimeSaver installations accessing a given database must be at the same revision level; you can see the revision of any T4 TimeSaver installation by selecting **About** from the **Help** menu.

2.1.1 Installing Program Updates

From time to time, as a result of user requests, program updates or bug fixes, an updated version T4 TimeSaver may be released. Your software license entitles you to download and install these updates at no additional cost, whenever these updates become available. (Refer to the section **Receiving Updates** 15 for details on how to obtain updates to T4 TimeSaver.)

Whether or not you have already installed T4 TimeSaver the update you receive will contain the full installation package. You can install the update in the same way you first installed T4 TimeSaver, your data will not be overwritten and all user settings will be retained. (**NOTE: We strongly recommend that you confirm that a reliable data backup exists and ensure all users have exited the system prior to installing any updates. Failure to do so will almost certainly result in data corruption or loss.**)

If your existing installation is a Network Administrator Install you should only have to install the update on the server as a Network Administrator installation and all T4NETNODE installations will be automatically updated the next time they are started. In cases where significant program changes have been made it will be necessary to run T4NETNODE on all workstations; you will be informed if this is required.

To confirm that the update has installed correctly, click on the **Help** menu and select **About**. A dialogue will be displayed showing the current version and its release date, among other information. The version information displayed should indicate the most recent installation.

2.2 Starting the Program

A T4 TimeSaver icon, like the one below, will be automatically created on your desktop. Additionally, a program group named T4 TimeSaver will be added to the **Start** menu, and will contain entries for the T4 TimeSaver 2009 program and its documentation.

T4 TimeSaver 2009

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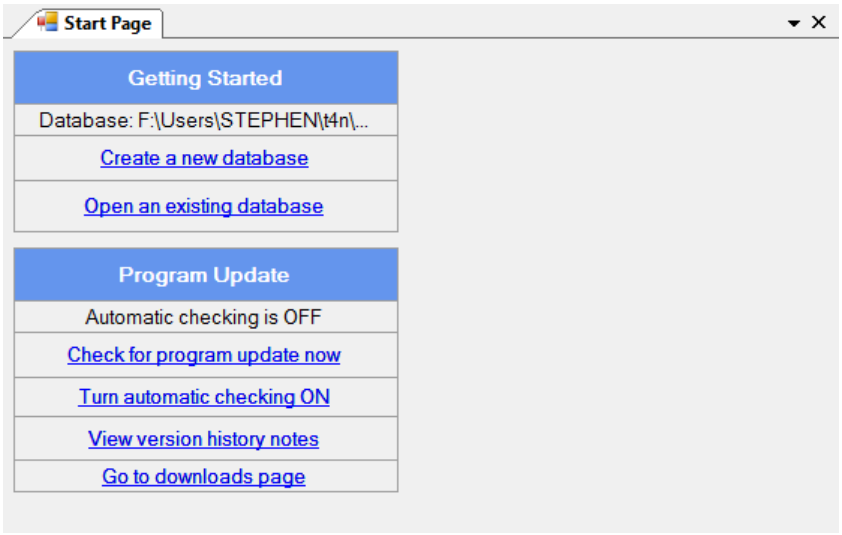
Double clicking on the T4 TimeSaver icon will start the T4 TimeSaver program. The Start Page will be displayed when T4 TimeSaver begins. The Start Page provides immediate access to some basic functionality of T4 TimeSaver. Specifically, you will be able to create/open a database, check for program updates, view basic version information and visit the T4 TimeSaver website (**T4 TimeSaver**).



You may see a notice that there is no current database. You can, at this point, elect to create a new database (if you are a first time T4 TimeSaver user or you want to enter your data fresh) or convert a database from the 2008 T4 TimeSaver (if you are rolling data forward from the 2008 T4 TimeSaver to the 2009 T4 TimeSaver. See Creating a Database 45 or Converting Databases 170 for more information.

2.3 Registration

The first time you start T4 TimeSaver, you will see the registration screen. Your copy of T4 TimeSaver must be registered before full functionality of the program is activated. Until the authorization code has been entered, T4 TimeSaver will operate as a demo. All data entered into T4 TimeSaver while it is a demo will be retained upon authorization.

Enter the unique authorization code issued to you by ELM Computer Systems to register this copy of the program. You will receive your authorization code by one of the following means:

1. The authorization code will be displayed after successful completion of your order at our online store.
2. The authorization code will be emailed for orders faxed/telephoned to us that do not require shipping
3. The authorization code will be included in the product packaging when shipment has been requested

In all cases, please store your authorization code in a safe location as it applies to the 2009 T4 TimeSaver and all updates.

Once you have entered your authorization code you can then click on the **OK** button on the registration screen to begin using T4 TimeSaver.

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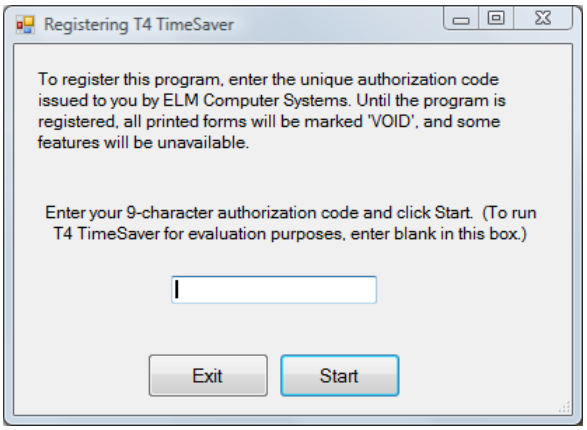
Registering T4 TimeSaver
To register this program, enter the unique authorization code issued to you by ELM Computer Systems. Until the program is registered, all printed forms will be marked 'VOID', and some features will be unavailable.
Enter your 9-character authorization code and click Start. (To run T4 TimeSaver for evaluation purposes, enter blank in this box.)
Exit
Start

You may enter data into T4 TimeSaver without registering the program by clicking on the **OK** button without entering an authorization code, but you will be unable to produce a return until the authorization code has been entered. Several functions will also be unavailable until the software is registered.

The registration screen will be displayed each time you start the program until registration has been completed.

T4 TimeSaver is copyright (c) 1987-2009 by ELM Computer Systems Inc. Please refer to the License Agreement 16 for full details of the agreement between ELM Computer Systems Inc. and the purchaser/users of the package.

2.4 User Names and Passwords

T4 TimeSaver Plus & Enterprise Only

If you purchased either the T4 TimeSaver Plus or T4 TimeSaver Enterprise version license, you will be prompted for a user name and password each time you start the software. You can enter any name you wish to use for a username, it is not necessarily your computer or network user name. Under most circumstances, there a unique user name should be assigned to each person or workstation using T4 TimeSaver.

The first time you enter a new user name, you will be prompted to create the account, enter a password for the user and to confirm that this is a new user. You can change the password later by selecting the **Change Your Password** 181 option from the **Setup** 33 menu. You are not required to create a password but it is recommended that you do so in environments where greater data privacy is required. Please keep track of your password as it is cumbersome to recover if it is misplaced.

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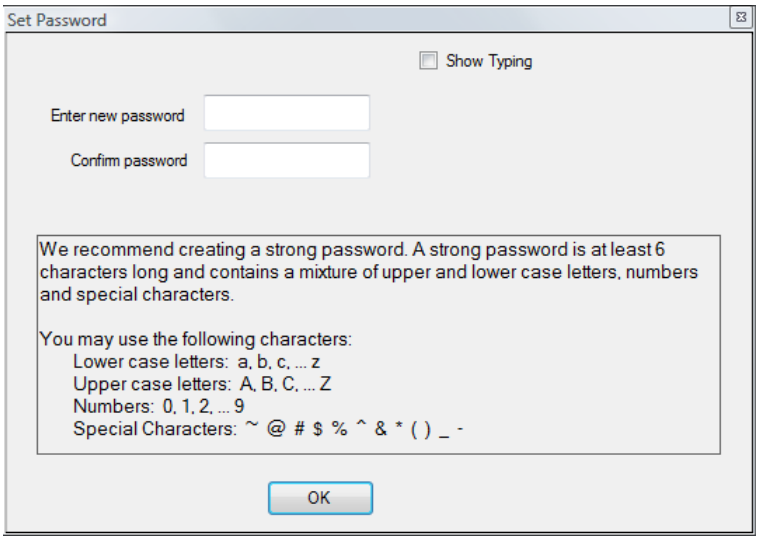
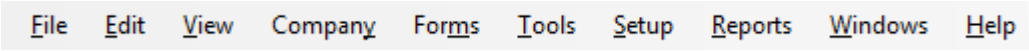

Set Password
Show Typing
Enter new password
Confirm password
We recommend creating a strong password. A strong password is at least 6 characters long and contains a mixture of upper and lower case letters, numbers and special characters.
You may use the following characters:
Lower case letters: a, b, c, ... z
Upper case letters: A, B, C, ... Z
Numbers: 0, 1, 2, ... 9
Special Characters: ~ @ # $ % ^ & * ( ) _ -
OK

Each user name is associated with a corresponding user profile which contains the settings (current database, screen layout, print destination & etc.), associated with the user. Each user can establish their own preferences and default values by selecting **User Settings** 177 from the **Setup** 33 menu.

2.5 Main Menu

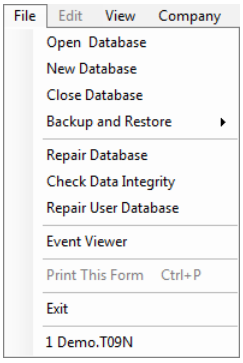
The title bar of the main window contains the name of the program and the name of the current database. Beneath it is the main menu. Each menu item can be accessed by clicking its name or by holding down the ALT key at the same time you depress the underlined letter of the desired menu item. Each menu has a submenu of functions relating to the menu name. Any menu or submenu item that is greyed out is not currently available.



Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.5.1 File Menu

File Menu



Any menu or submenu item that is greyed out is not currently available.

Open Database - Opens an existing 2008 Original T4 TimeSaver or a 2008 or 2009 T4

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TimeSaver.NET database (if you are opening a 2008 Original T4 TimeSaver or 2008 T4 TimeSaver.NET database the **Convert Databases** 170 dialogue will be displayed)

New Database - Creates a new T4 TimeSaver database

Close Database - Closes the currently open database.

Backup and Restore - Opens a sub-menu by which a database may be either backed up or restored.

Repair Database - Checks currently open database and repairs any damage.

Check Database Integrity - Checks integrity of currently open database.

Repair User Database - Checks database storing user information (user name, session status & etc.) and repairs any damage.

Event Viewer (*Enterprise*) - Allows the system administrator to view data events of the system.

Print This Form / CTRL + P - Sends currently open form to the default printer.

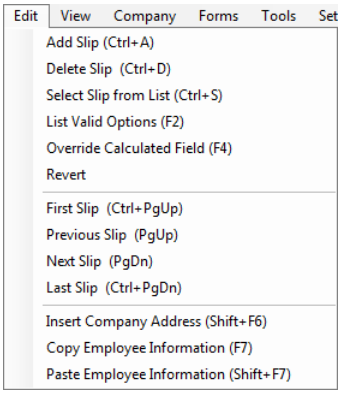
Exit - Closes all open forms and dialogues and exit T4 TimeSaver.

Once T4 TimeSaver as been used to access one or more databases, a list of recently used databases will appear below the **Exit** menu item.

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.5.2 Edit Menu

Edit Menu



Any menu or submenu item that is greyed out is not currently available.

Add Slip / CTRL + A - Adds one slip of the current type to the current return.

Delete Slip / CTRL + D - Deletes the currently open slip.

Select Slip from List / CTRL + S - Displays a list of all slips of the current type from which one may be selected for display.

List Valid Options / F2 - Lists valid inputs for fields flagged with the icon.

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Override Calculated Field / F4 - Allows entering custom data into a calculated field.

Revert - Removes changes made to slip after most recent save.

First Slip / CTRL + PgUp - Displays first slip in current sort order.

Previous Slip / PgUp - Displays previous slip in current sort order.

Next Slip / PgDn - Displays next slip in current sort order.

Last Slip / CTRL + PgDn - Displays last slip in current sort order.

Insert Company Address / Shift + F6 - Pastes the address of the current company into the displayed information slip.

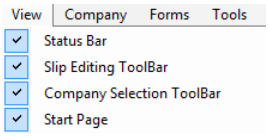
Copy Employee Information / F7 - Copies employee name and address data from the displayed information slip.

Paste Employee Information / Shift + F7 - Pastes employee name and address data into the displayed information slip.

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.5.3 View Menu

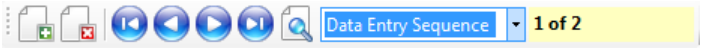
View Menu



Any menu or submenu item that is greyed out is not currently available.

Status Bar - Toggles display of the status bar at the bottom of the T4 TimeSaver window.

Slip Editing ToolBar - Toggles display of the Slip Editing ToolBar.



Company Selection ToolBar - Toggles display of the Company Selection ToolBar.

Start Page - Toggles display of the Start Page.

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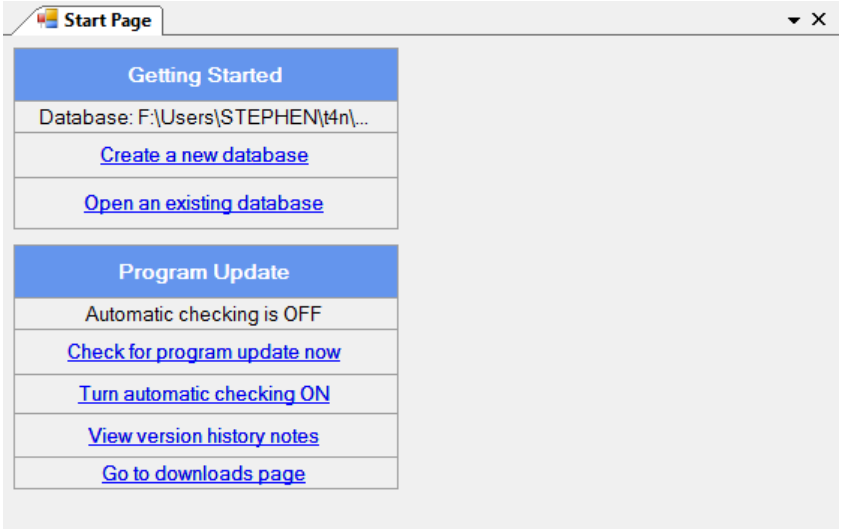
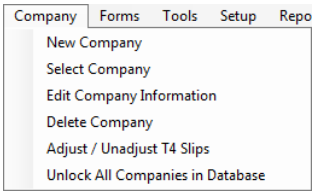


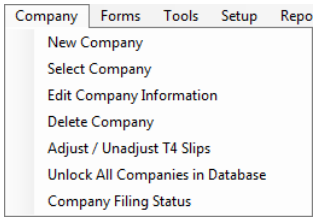
Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.5.4 Company Menu

Company Menu



Company Menu (Lite, Basic & Plus)



Company Menu (Enterprise)

Any menu or submenu item that is greyed out is not currently available.

New Company - Used to create a new company

Select Company - Selects from a list of existing companies

Edit Company Information - Used to change general company 51 information, adjustment options 52 and net pay 57 calculation settings

Delete Company - Deletes the current company, after confirmation

Adjust/Unadjust T4 Slips - Adjust/Unadjust 58 T4 slips for current company, or any combination of companies

Unlock All Companies in Database - Closes all companies locked open either by improper program termination or by not exiting T4 TimeSaver

Company Filing Status (*Enterprise*) **-** Opens the Filing Status window (see below) by which the filing status of information returns for any company can be reported

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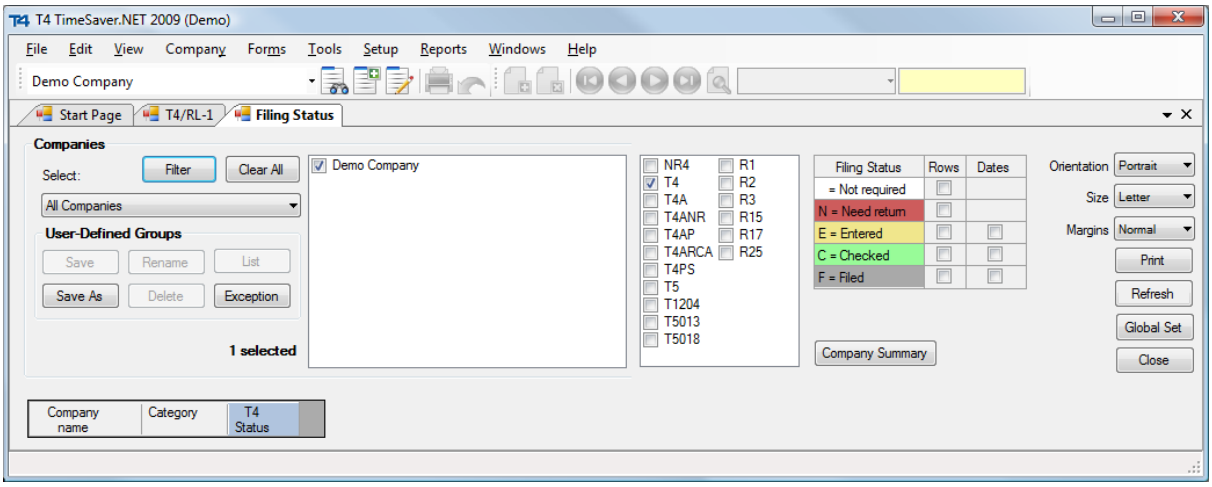
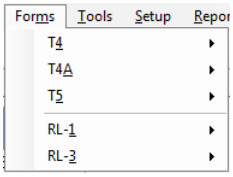


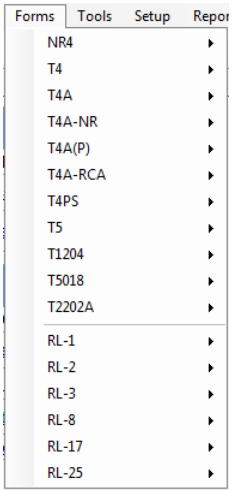
Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.5.5 Forms Menu

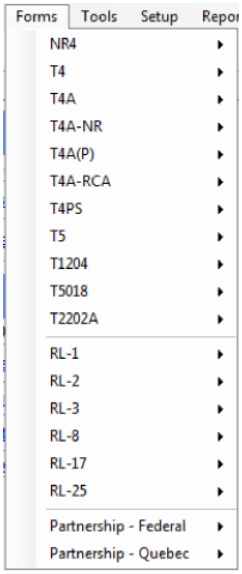
Forms Menu



Forms Menu (Lite)



Forms Menu (Basic)



Forms Menu (Plus & Enterprise)

Any menu or submenu item that is greyed out is not currently available.

The Forms Menu lists all forms available in your version of T4 TimeSaver and is used to access the various information slips for data entry. Forms that are not available in the Lite and Basic versions will not appear in the Forms Menu. The following forms are available depending on which version of T4 TimeSaver has been installed:

Federal

T4, T4A, T5 (*Lite, Basic, Plus & Enterprise*)

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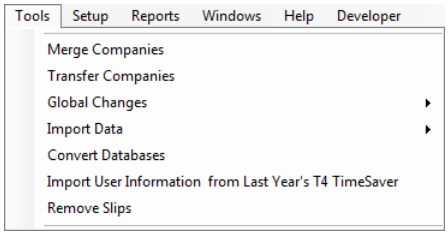
NR4, T4A-NR, T4A(P), T4A-RCA), T4PS, T1204, T5018 (*Basic, Plus & Enterprise)*
T5013 + Schedules 1, 2, 6, 8, 10, 12, 50, 52, 100, 125, 141 (*Plus & Enterprise)*

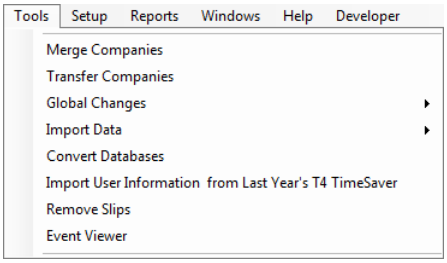
Quebec
RL-1, RL-3 (*Lite, Basic, Plus & Enterprise*)
RL-2, RL-17, RL-25 (*Basic, Plus & Enterprise)*
RL-15 + Schedules A, B, C, D, E (*Plus & Enterprise)*

2.5.6 Tools Menu

Tools Menu



Tools Menu (Lite, Basic & Plus)



Tools Menu (Enterprise)

Any menu or submenu item that is greyed out is not currently available.

Merge Companies - Opens the Merge Companies 162 dialogue

Transfer Companies - Opens the Transfer Companies 162 dialogue

Global Changes - Make global changes to Adjustment Options 52, Contact Information 164 and Slip Information 164

Convert Databases - Converts databases 44 from 2008 Original T4 TimeSaver, 2009 Original T4 TimeSaver or 2008 T4 TimeSaver data into 2009 T4 TimeSaver format

Import Data - Allows you to import data into T4 TimeSaver from Excel and XML format files, you can also use the Open Excel Templates from this menu to access the Excel Templates to help you properly format an import file

Import User Information from Last Year's T4 TimeSaver - Imports user setup information from 2008 T4 TimeSaver into 2009 T4 TimeSaver installation

Remove Slips - Removes slips 171 of any or all types from any or all companies

Event Viewer (*Enterprise*) **-** Opens the Event Viewer window (see below) by which significant events occurring during use of T4 TimeSaver can be reported

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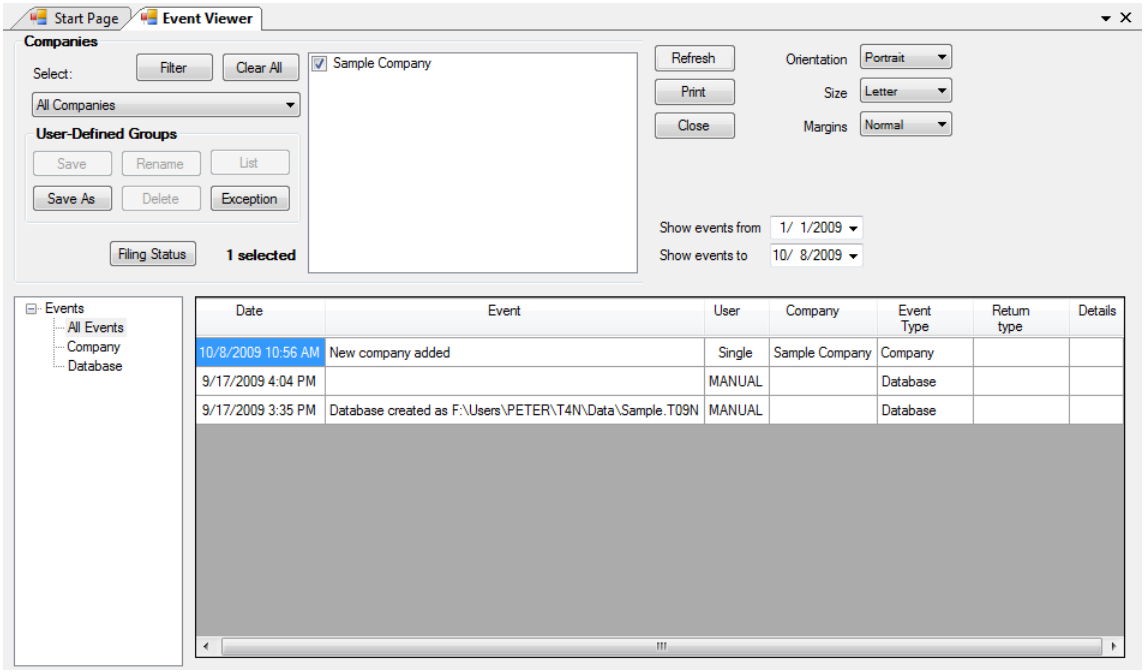
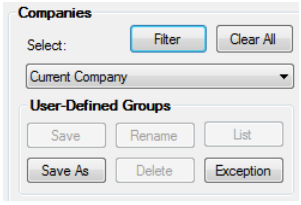


Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.5.6.1 Common Features



Data Selection Panel

Some tools, such as the **Transfer Companies**, **Remove Slips** and **Event Viewer** tools share a common data selection panel. This panel enables the user to specify a range of data that will be acted upon by the tool in question.

Filter

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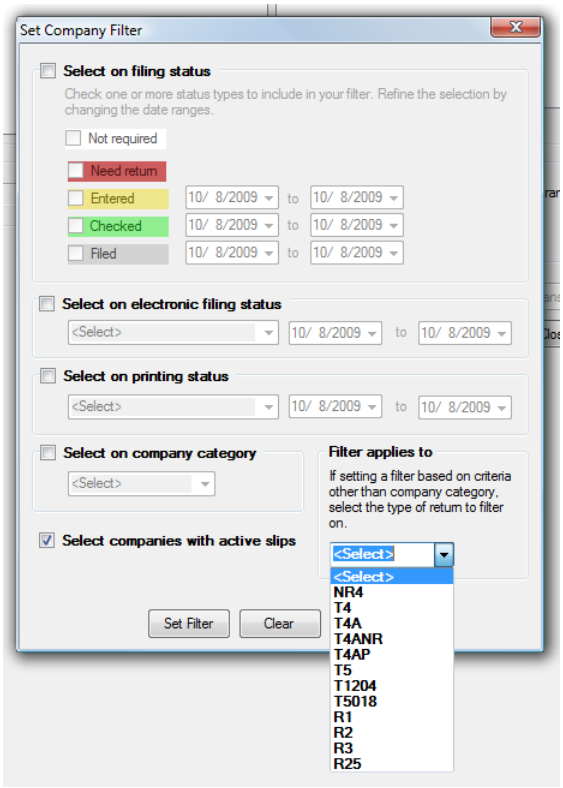

The Filter button displays the "Set Company Filter" window which is used to filter the companies that the tool will act upon to those of greatest interest to the user. The Filter button will also appear in the Filing Status window. Available filters are:

- Select on filing status - Selects companies by their filing status. It is also possible to limit these selections to specific date ranges
  - Not Required - No return is required
  - Need Return - A return is required
  - Entered - A return has been entered into T4 TimeSaver
  - Checked - Data entered has been checked
  - Filed - The return has been filed with the CRA and/or the MRQ
- Select on electronic filing status - Selects companies based on whether or not an electronic return has been processed. It is also possible to limit this selection to a specific date range.
  - Processed - The return has been processed for electronic filing
  - Not Processed - The return has not been processed for electronic filing
- Select on printing status - - Selects companies based on whether or not slips and/or summaries have been printed. It is also possible to limit this selection to a specific date range.
  - Slips and Summaries Printed - Slips and Summaries have been printed
  - Slips and/or Summaries not Printed - Slips and Summaries have not been printed
- Select on company category - Selects companies based on their company category (company category is user defined and is entered on the Company Setup screen)
- Select companies with active slips - Selects companies which have at least one active (non-zero) slip of the type specified in the "Filter applies to" selection list

Clear All
Clears all flags set through the **Filter** button.

Select
Used to choose between

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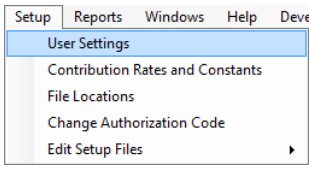
- All Companies - All companies will be included in the tool action
- Current Company - Only the current company will be included in the tool action
- Most Recently Used - Only the most recently used company will be included in the tool action
- Selected Companies - Only selected companies will be included in the tool action

User Defined Groups
Allows the user to define a group of companies (such as all companies under the authority of a specific individual) and save that group for future activity. The buttons in this section have the following function:

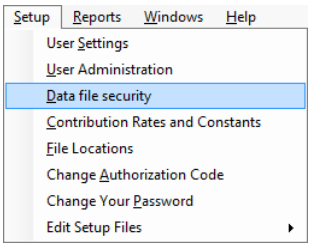
- Save - Saves changes to the current group
- Rename - Renames the current group
- List - Lists all groups
- **Save As** - Creates a user defined group, prompting the user for a descriptive name
- Delete - Deletes the current group
- Exception - Lists all companies not currently belonging to any group.

2.5.7 Setup Menu

Setup Menu



Setup Menu (Lite & Basic)



Setup Menu (Plus & Enterprise)

Any menu or submenu item that is greyed out is not currently available.

User Settings - Configures per-user settings for New Company Defaults 174, T4 Adjustment Defaults 174, Data Entry 175, Electronic Filing 150 and other Options 177

User Administration (*Plus & Enterprise*) **-** Opens User Administration 177 dialogue to create, modify or delete user accounts; manage database access restrictions; and create a default user template

Contribution Rates and Constants - Edit Contribution Rates and Constants 179 used in CPP, QPP, PPIP & EI calculations & adjustments

File Locations - Displays the folders 179 used by T4 TimeSaver for data, output & settings

Change Authorization Code - Used to enter a new or replacement Authorization Code 180

Change Your Password (*Plus & Enterprise*) **-** Changes the current user's password 181

Edit Setup Files - To be used with T4 TimeSaver technical support to directly edit System Settings 181, Paths 181 and User Settings 182

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

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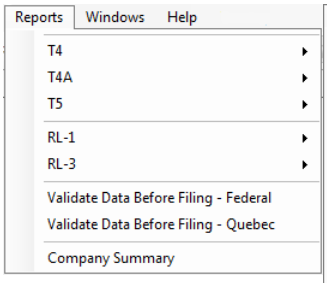
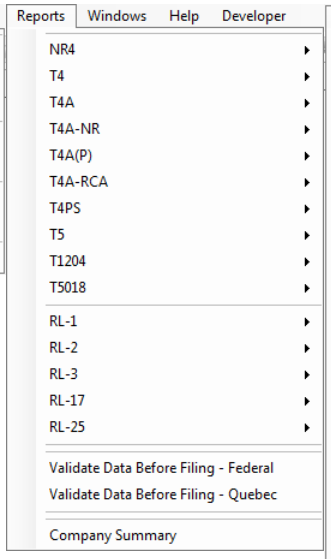
2.5.8 Reports Menu

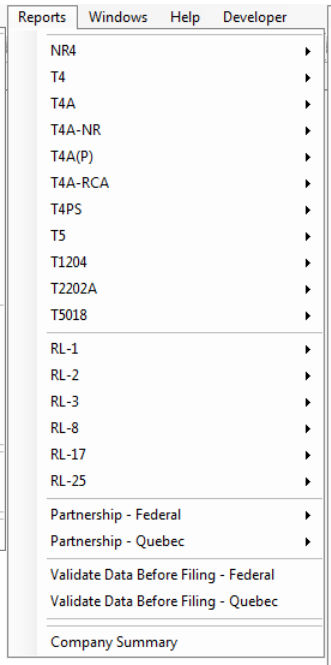
Reports Menu



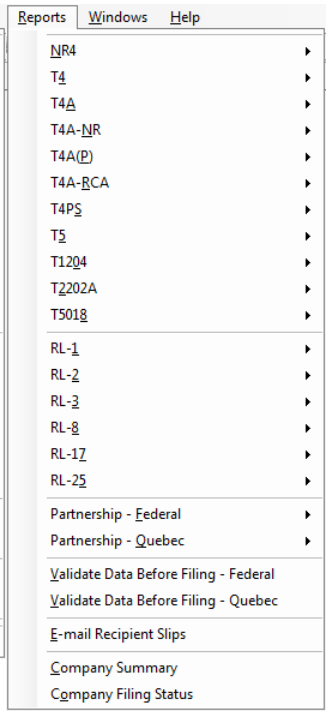
Reports Menu (Lite)



Reports Menu (Basic)



Reports Menu (Plus)



Reports Menu (Enterprise)

Any menu or submenu item that is greyed out is not currently available.

The Reports Menu lists all forms available in both Basic and Plus versions of T4 TimeSaver and is used to prepare the various information slips for printing. The option of whether to print two slips per page or three slips per letter size page is available only for T4 slips.

Validate Data Before Filing - Federal - Validates entered data against the CRA schema prior to electronic filing.

Validate Data Before Filing - Quebec - Validates entered data against the Quebec schema prior to electronic filing.

Company Summary (*Basic, Plus & Enterprise*) **-** Validates data against the CRA schema prior to electronic filing.

Partnership - Federal (*Plus & Enterprise*) **-** Prepare Federal Partnership forms for printing.

Partnership - Quebec (*Plus & Enterprise*) **-** Prepare Quebec Partnership forms for printing.

E-mail Recipient Slips (*Enterprise*) **-** Email recipient copies to recipient's email address.

Company Filing Status (*Enterprise*) **-** Opens the Filing Status window by which the filing status of information returns for any company can be reported.

As with the Forms Menu 29, the following reports are available depending on which version of T4 TimeSaver has been installed:

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Federal

T4, T4A, T5 (*Lite, Basic, Plus & Enterprise*)

NR4, T4A-NR, T4A(P), T4A-RCA), T4PS, T1204, T5018, T2202A (*Basic, Plus & Enterprise)*

T5013 + Schedules 1, 2, 6, 8, 10, 12, 50, 52, 100, 125, 141 (*Plus & Enterprise)*

Quebec

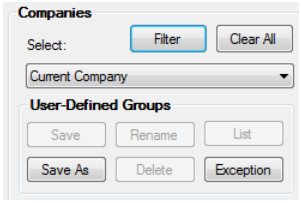
RL-1, RL-3 (*Lite, Basic, Plus & Enterprise*)

RL-2, RL-8, RL-17, RL-25 (*Basic, Plus & Enterprise)*

RL-15 + Schedules A, B, C, D, E (*Plus & Enterprise)*

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.5.8.1 Common Features



Data Selection Panel

Most reports share a common data selection panel. This panel enables the user to specify a range of data that will be included in the selected report.

Filter

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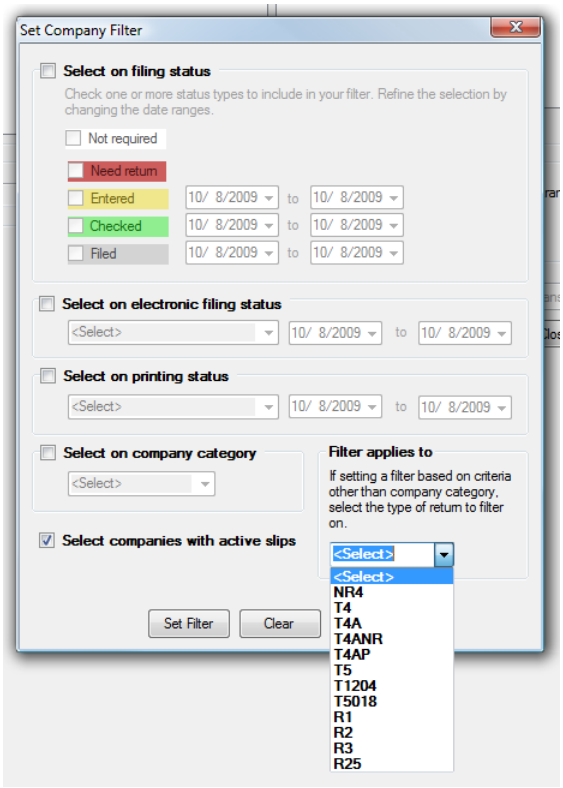

The Filter button displays the "Set Company Filter" window which is used to filter the companies included in the selected report to those of greatest interest to the user. The Filter button will also appear in the Filing Status window. Available filters are:

- Select on filing status - Selects companies by their filing status. It is also possible to limit these selections to specific date ranges
  - Not Required - No return is required
  - Need Return - A return is required
  - Entered - A return has been entered into T4 TimeSaver
  - Checked - Data entered has been checked
  - Filed - The return has been filed with the CRA and/or the MRQ
- Select on electronic filing status - Selects companies based on whether or not an electronic return has been processed. It is also possible to limit this selection to a specific date range.
  - Processed - The return has been processed for electronic filing
  - Not Processed - The return has not been processed for electronic filing
- Select on printing status - - Selects companies based on whether or not slips and/or summaries have been printed. It is also possible to limit this selection to a specific date range.
  - Slips and Summaries Printed - Slips and Summaries have been printed
  - Slips and/or Summaries not Printed - Slips and Summaries have not been printed
- Select on company category - Selects companies based on their company category (company category is user defined and is entered on the Company Setup screen)
- Select companies with active slips - Selects companies which have at least one active (non-zero) slip of the type specified in the "Filter applies to" selection list

Clear All
Clears all flags set through the **Filter** button.

Select
Used to choose between

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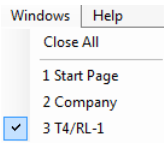
- All Companies - All companies will be included in the tool action
- Current Company - Only the current company will be included in the tool action
- Most Recently Used - Only the most recently used company will be included in the tool action
- Selected Companies - Only selected companies will be included in the tool action

User Defined Groups
Allows the user to define a group of companies (such as all companies under the authority of a specific individual) and save that group for future reports. The buttons in this section have the following function:

- Save - Saves changes to the current group
- Rename - Renames the current group
- List - Lists all groups
- **Save As** - Creates a user defined group, prompting the user for a descriptive name
- Delete - Deletes the current group
- Exception - Lists all companies not currently belonging to any group.

2.5.9 Windows Menu

Windows Menu



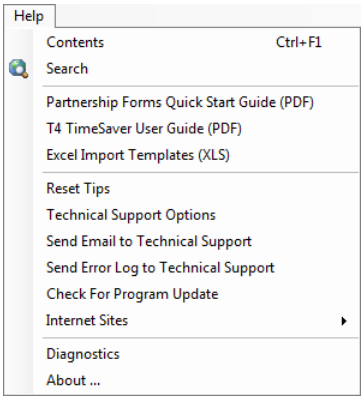
Any menu or submenu item that is greyed out is not currently available.

From the Windows Menu the user can see all windows currently open in T4 TimeSaver and switch between them. The currently active window will be indicated by a check mark and any window can be chosen by clicking on it.

Close All - Closes all currently open windows in T4 TimeSaver, leaving T4 TimeSaver running. Used when functions, such as database repair, ask to close all open windows.

2.5.10 Help Menu

Help Menu



Any menu or submenu item that is greyed out is not currently available.

Contents - Displays a list of all help topics

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Search - Search the help file for specific words or phrases

Partnership Forms Quick Start Guide - Displays a brief guide to processing Partnership forms (*Plus & Enterprise*)

T4 TimeSaver User Guide - Displays an electronic copy of this document

Excel Import Templates - Opens the included templates for data import (*Plus & Enterprise*)

Reset Tips - Restores pop-up help settings to the default value of displaying pop-up help where applicable

Technical Support Options - Displays various ways by which T4 TimeSaver **technical support** 15 may be contacted

Send Email to Technical Support - Creates a new email to send to T4 TimeSaver technical support (including: Program version, Username, Authorization Code, Program Installation Path and Current Database), you must be connected to the Internet for the email to be sent

Send Error Log to Technical Support - Sends an error log to T4 TimeSaver technical support

Check For Program Update - Checks the T4 TimeSaver website (**www.t4timesaver.com**) if an update has been posted and prompts for download & installation if one is found

Internet Sites - List a variety of product and tax related websites

Diagnostics - Displays the locations of data, import, output, settings and system files

About - Displays current status of T4 TimeSaver (including: Program version, Authorization Code, Program Installation Path and Current Database)

2.6 Toolbar

The Toolbar appears directly below the main menu and enables quick, single click access to frequently used functions. Any item that is greyed out is not currently available.

Company Name - Displays the current company name. Use the drop down box to select from the list of companies.

Select a different company - - Opens the list of companies. Highlight the desired one and click Select.

Add a new company - - Opens the Add new company dialog window.

Edit company information - - Opens the Edit company information dialog window.

Print current form - - Opens the Print dialog window for the currently open form.

Revert - - Restores data entry fields to their original values.

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New - - Adds a new slip of the type currently in focus.

Delete - - Deletes the current slip. You will be asked to confirm the deletion.

Go to first form - - Switches to the first slip for the company in the current sort order.

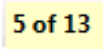
Go to previous form - - Switches to the previous slip for the company in the current sort order.

Go to next form - - Switches to the next slip for the company in the current sort order.

Go to last form - - Switches to the last slip for the company in the current sort order.

Find specific slip - - Opens the list of recipients to locate a specific slip.

Sort Order - Displays the current slip sort order. Use the drop down box to select whether slips will be sorted by Data Entry Sequence, Employee Name, Employee Number or Social Insurance Number. The available sort options will vary by return type.

Slip number - 

- Displays the current and total number of slips.

2.7 Use of Special Keys

Many of the menu items have short-cut key strokes which can be used instead of opening up the menu and selecting the function. These are listed below:

F1	Accesses on-line help
F2	Lists the selection list for a data entry field (indicated by an icon where applicable)
F4	Overrides calculated field
Ctrl + A	Adds a slip to the current company
Ctrl + D	Deletes the current slip from the current company data
Ctrl + P	Opens print window (with current employee selected, where applicable)
Ctrl + S	Allows you to select from the list of slips for the current company and return type
Ctrl + PgUp	Moves to the first slip for the current company
PgUp	Moves to the previous slip for the current company
PgDn	Moves to the next slip for the current company, adding a new slip if current slip is the last slip
Ctrl + PgDn	Moves to the last slip for the current company
Shift +F6	Pastes the address of the current company into the displayed information slip
F7	Copies employee name and address data from the displayed information slip
Shift + F7	Pastes copied employee name and address data into the displayed information slip

2.8 Special Icons

A variety of special icons are used throughout T4 TimeSaver to indicate additional features, information or options. These are listed below:

- Indicates the presence of a selection list for a data entry field, press the F2 key to display

- Indicates that further information is available for a data entry field

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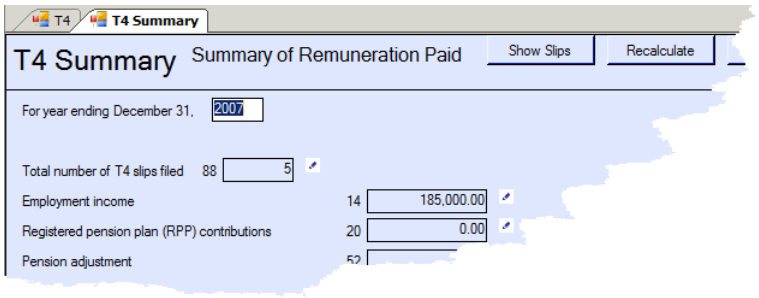
** - Indicates that the **Adjustment Report** 144 has adjusted the original data

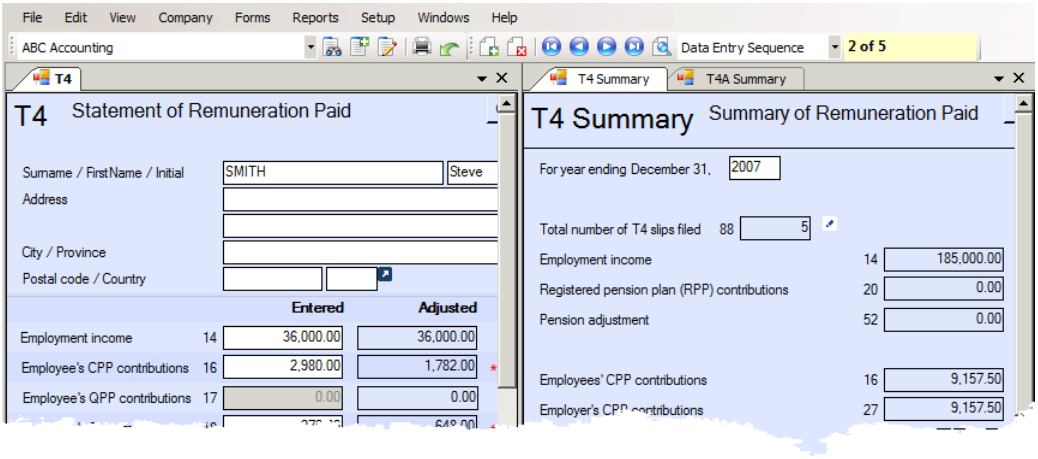
2.9 Split Screen Options

You may view multiple forms at the same time by making use of the split screen option. Begin by opening the forms you wish to view. You may open as many as you desire. Each form will have a tab along the top.



Switch between forms by clicking on the tab of the desired form. To view two forms concurrently, click on the tab on one form and drag the form towards the centre of the T4 TimeSaver window. The following image will appear:

Continue dragging the form to the part of the image that indicates the desired location of the form (top, bottom, left, right). The screen will be split in the indicated direction. The following shows the results of dragging the T4 form to the left side of the screen.



Once the screen has been split, you may move forms from one side to the other, or between top and bottom sections, by clicking on the tab for the form and dragging it to the desired location. The screen may also be split further if desired.

2.10 Input Conventions

The decimal point should be used when entering cents. Where no decimal point is entered, T4 TimeSaver will assume an even dollar amount and display zero cents when the cursor is moved to the next data entry field. Pressing the [Tab] or [Enter] keys will move the cursor to the next data entry field

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in sequence.

New data entered into a field will overwrite existing data. You may edit existing data by using the left and right cursor control keys. as well as the [Backspace], [Delete], [Home] and [End] keys.

You will not find a "Save" button on any of T4 TimeSaver's data entry screens. Data is saved immediately as it is entered. Once you have competed your data entry on any given form you can safely close the form by clicking on the "Close" button without losing your data.

2.11 Getting Help

Whenever you require help, press the [F1] key to access the on-line help screens. If context-sensitive help is available it will be displayed. Otherwise use the Contents or Search tabs to access the desired topic. Links to related topics are provided for your convenience.

You can also access the help files from the **Help** 37 menu. Selecting **Contents or Search** opens the Help to the Contents or Search tabs respectively. The Internet sites submenu lists a number of Internet sites that may prove helpful.

During a technical support session our staff may ask you to supply a copy of your database. To send a copy of your database select **Send E-mail to Technical Support** from the **Help** 37 menu. Your default email program will start, at which point the database can be sent as an attachment. (Use the **Diagnostics** entry of the **Help** 37 menu to find out where the database is located.) Please rest assured that data sent to ELM Computer Systems will be treated with the strictest of confidence and will not be used for any purpose not related to problem resolution.

To send ELM an error log select **Send Error Log to Technical Support** from the **Help** 37. A log containing the details of any problems encountered during the use of T4 TimeSaver will be sent to our Technical Support staff for evaluation.

As a registered user you may telephone, fax, or e-mail us with your questions about the installation and use of the T4 TimeSaver program.

English Technical Support

English technical support is available by telephone from our Toronto office Monday to Friday from 9am to 5pm ET.
English technical support is available by email from our Toronto office Monday to Friday from 9am to 8pm ET. Email will be regularly checked on Saturdays so that emergencies situations can be attended to.

English Technical Support Hot Line (GTA):	416 495 1624
Toll Free:	800 268 3211
Fax Number:	416 495 0044
Email:	support@t4timesaver.com
T4 TimeSaver Website:	www.t4timesaver.com
Related Website: AvanTax (*automobile taxable benefits calculator)*	www.avantax.ca
Corporate Website:	www.elmcomputers.com

To submit an error log to our technical support team via FTP, select **Send Error Log to Technical Support** from the **Help** menu.

French Technical Support

Technical support is available in French from our Montreal office from 9am to 5pm ET.

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French Technical Support Hot Line: 514 499 9669

Confidentiality Statement

Under certain support circumstances, the T4 TimeSaver technical support staff may request that you make your database(s) available to them during the resolution of your technical support issue. Rest assured that under no circumstances will data submitted to ELM Computer Systems by its clients be used for any purpose other than the resolution of technical problems encountered in the use of T4 TimeSaver. Data will neither be disseminated to third parties nor will it be used in any manner not immediately related to the resolution of these technical problems.

Please be advised that our technical support staff may not be able to resolve your problem if they are not able to work with a copy of your data.

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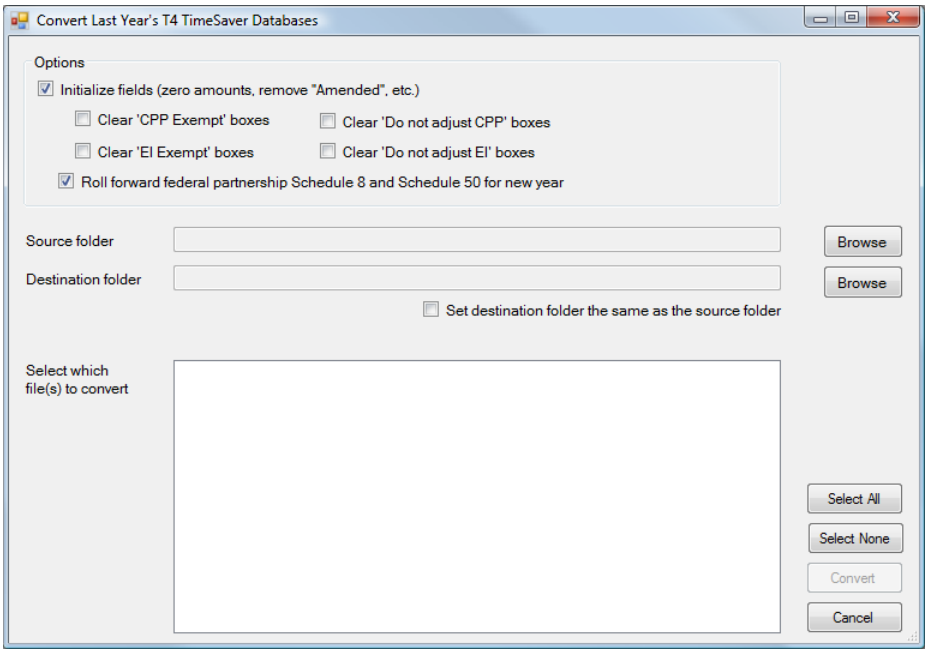
Part III

3 Working with Databases

3.1 Convert Database

T4 TimeSaver Basic, Plus & Enterprise Only

When you open a “T08," (Original T4 TimeSaver), "T08N" or "T09N" (T4 TimeSaver.NET) database, you will be given the option to set all dollar values to zero and to remove any “amended” markers by checking the initialize fields box. Otherwise, all dollar values will be maintained and amended slips will still be labeled amended.


Convert Last Year's T4 TimeSaver Databases
Options
Initialize fields (zero amounts, remove "Amended", etc.)
Clear 'CPP Exempt' boxes
Clear 'Do not adjust CPP' boxes
Clear 'EI Exempt' boxes
Clear 'Do not adjust EI' boxes
Roll forward federal partnership Schedule 8 and Schedule 50 for new year
Source folder
Browse
Destination folder
Browse
Set destination folder the same as the source folder
Select which file(s) to convert
Select All
Select None
Convert
Cancel

Initialize fields (zero amounts, remove "Amended" etc.) - If checked will cause T4 TimeSaver to remove all dollar values during conversion.

Clear 'CPP Exempt' boxes - Removes the 'CPP Exempt' flag from all slips, making them non-exempt
Clear 'EI Exempt' boxes - Removes the 'EI Exempt' flag from all slips, making them non-exempt
Clear 'Do not adjust CPP' boxes - Removes the 'Do not adjust CPP' flag from all slips, allowing them to be adjusted
Clear 'Do not adjust EI' boxes - Removes the 'Do not adjust EI' flag from all slips, allowing them to be adjusted

Roll forward federal partnership Schedule 8 and Schedule 50 for new year - Copies contents of federal partnership Schedule 8 and Schedule 50 into 2009 database

Source Folder - Location of the database to be converted, if you are unsure of its location you can either use the **Browse** button or open the 2008 T4 TimeSaver and use its **Setup - > File Locations** menu to display the database location. Once the source has been specified all 2008 databases in the source folder will be displayed in the lower half of the display. Any or all databases may be selected for conversion. No change will be made to the original database.

Destination Folder - Location of the converted database. The original database will not be modified in any way, conversion simply copies the original database into the 2009 format and saves it in the

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specified location.

3.1.1 Special Instructions for T4 TimeSaver Lite

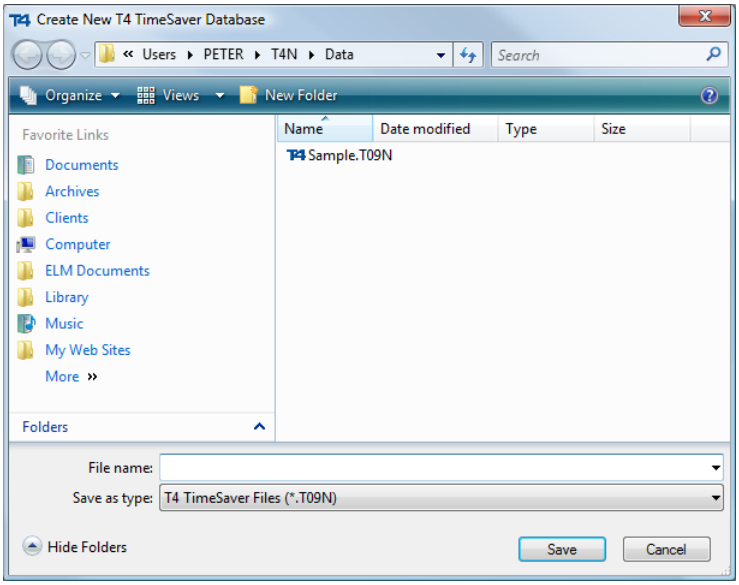
To convert a 2008 T4 TimeSaver Lite database to the 2009 T4 TimeSaver Lite format you will use the OPEN DATABASE option of the FILE menu and browse to the location of your 2008 T4 TimeSaver Lite database.

To determine the location of your 2008 T4 TimeSaver Lite database open the 2008 T4 TimeSaver Lite program and use the FILE LOCATIONS option of the SETUP menu

3.2 Creating a Database

T4 TimeSaver Basic, Plus & Enterprise Only

A T4 TimeSaver database is a collection of the data for one or more companies in a single file on your computer. Each database can contain the data for numerous companies and you can create as many databases as you wish. (Note: The Lite version of T4 TimeSaver is restricted to a single database with a maximum of 5 companies). To create a database select **New database** from the **File** menu.



First, select the folder in which you want to store the database. You can select any local or network folder available to your computer. If a multi-user network version of T4 TimeSaver is being used, the database is normally stored on a network drive so that it can be accessed by other users.

Next, you will need to give the database a name. Enter a valid Windows filename. If you enter the extension, it must be "T09N." If no extension is entered the extension will default to "T09N". Users familiar with the Original T4 TimeSaver should note that the file extension of T4 TimeSaver is "T09N" while that of the Original T4 TimeSaver is "T09."

Click **Save** to create the database and exit the *Create New Database* dialog box. The new database will be automatically opened and its name will appear in the title bar of your T4 TimeSaver window.

If you already have a database open when you choose **New database** the current database is automatically closed before the new database is created unless you cancel the procedure.

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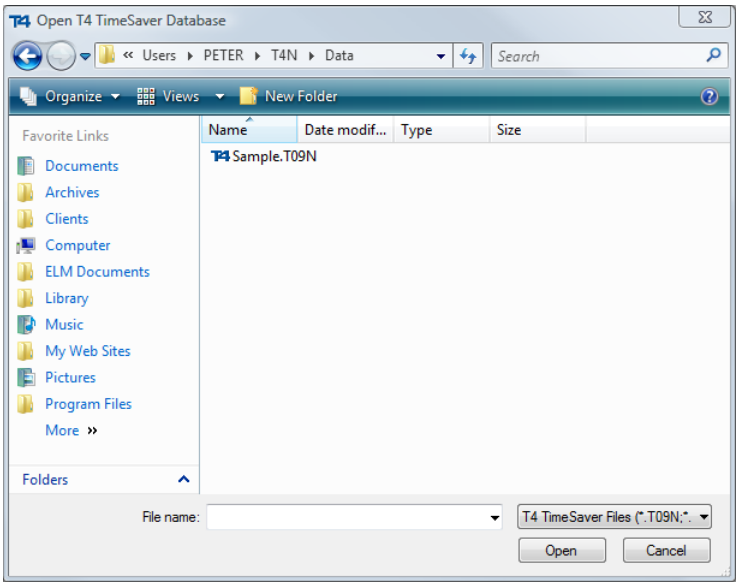
3.3 Opening a Database



To work with an existing database, you must open it. Choose **Open Database** from the **File** menu. Browse to the path and folder that contains the required database. Select or type the name of the document you want to open in the *File name* field. You can open databases with the following filename extensions:

T08: Previous year's (2008) Original T4 TimeSaver database
T09N: Current year's (2009) T4 TimeSaver database

If you attempt to open a database with a “T08,” "T09" (Original T4 TimeSaver database) or "T08N" (T4 TimeSaver database) extension you will be asked if you wish to convert the selected database into the 2009 T4 TimeSaver format. If you respond “Yes” a new database will be created which contains all of the company and employee information that was in the source database. The source database will not be affected.

If no database exists you will need to create one by selecting **New database** from the **File** menu.

NOTE: If you are unable to access most items under the "Company" Menu, the most likely cause is that no database has been opened in T4 TimeSaver. You can only create a company or enter company information when a database is open. Likewise, you will only be able to enter forms once a company has been created.

Special Instructions for T4 TimeSaver Lite

You will also use the OPEN DATABASE option to convert a 2008 T4 TimeSaver Lite database to the 2009 T4 TimeSaver Lite format. Use the OPEN DATABASE option of the FILE menu and browse to the location of your 2008 T4 TimeSaver Lite database. You will then enter the database conversion 170 process.

To determine the location of your 2008 T4 TimeSaver Lite database open the 2008 T4 TimeSaver Lite program and use the FILE LOCATIONS option of the SETUP menu

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3.4 Closing a Database

T4 TimeSaver Basic, Plus & Enterprise Only

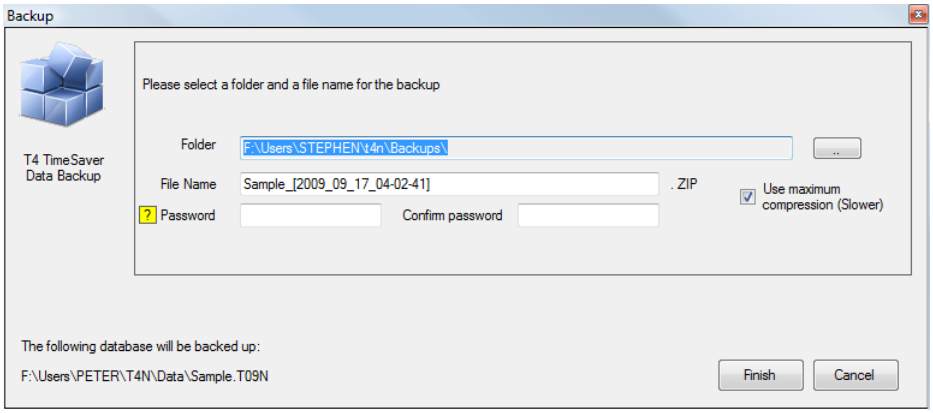
Close the current database by selecting **Close database** from the **File** menu.

The database must be closed to allow you access to the file through your operating system in order to move or backup the file without closing T4 TimeSaver.

3.5 Backup and Restore a Database

The Backup and Restore function allows you to make backups of your database for archiving, security or as a precaution prior to installing T4 TimeSaver updates.

The Backup Dialogue



Folder
Enter the name of the folder where you wish to save the backup file. This folder can be on any storage media accessible to the computer running T4 TimeSaver including external and removable storage devices.

File Name
Enter the name you wish to use for the backup file. This name does not need to have any association with the name of your database or company; it is simply a name that will allow you to quickly sort through backup files and pick the appropriate file to restore (see below). We do recommend including the date in the file name so it will be easier to select a backup file from a specific point in time when performing a restore.

The combination of your selected folder and file name is displayed in the lower left corner of the backup dialogue.

Password / Confirm Password
You may optionally secure the backup file by creating a password. Enter the password, if desired, in the Password field and confirm the password in the Confirm Password field. Passwords can be a combination of any letter, number or symbol; to a maximum length of 30 characters. Passwords are case sensitive **NOTE**: Record your password and store it in a secure location as the backup file will no longer be accessible if the password has been lost and it will not be possible for ELM to recover the password for you.

Use Maximum Compression
While all backup files are compressed, if this box is checked the backup file will be created with maximum compression. This will cause the backup(s) to take up less storage space. While this will slow down the backup and restore process somewhat it is useful if you need to create the smallest backup file possible.

Once all the settings have been configured to your satisfaction you can click the "Finish" button to create your backup. If any users have the database open at their workstation the backup will not be successful.

The Restore Dialogue

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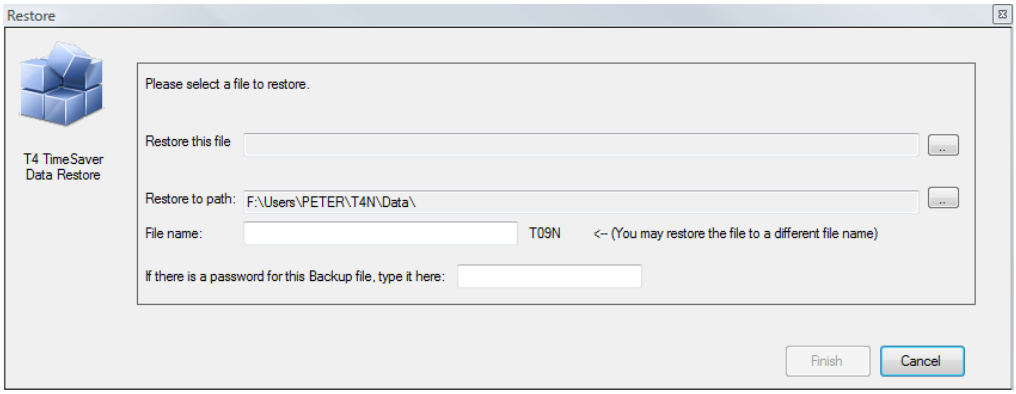

Restore this file
Enter the folder and filename you used when creating the backup (see above). You can use the button at the end of the field to browse folders for backup files.

Restore to path
Enter the folder to which you will restore the backup. This can be either an existing folder containing T4 TimeSaver data or a new folder created specifically for the restore. If you are restoring data to an existing folder please be aware that any data in that folder with the same name as is contained in the backup file will be overwritten. If other users have the file open at their workstations the restore will fail.

If there is a password for the Backup...
Enter the password, if any, that was used to create the backup. Please note that passwords are case sensitive.

Once all the settings have been configured to your satisfaction you can click the "Finish" button to restore your data. Once the data has been restored you can access it through T4 TimeSaver's Open Database 46 function.

3.6 Repair Database

The database repair routine in T4 TimeSaver performs two functions. It compacts databases to save space and it recovers from certain types of file corruption caused by power failures, software or hardware problems, and most common types of operator errors. However, certain situations such as physical damage to the data storage media (hard drive or disks), or inadvertent erasure of files cannot be rectified by database repair routine.

WARNING: IN NO CASE SHOULD YOU RELY SOLELY ON THE DATABASE REPAIR ROUTINE OF T4 TimeSaver TO PROTECT YOUR FILES FROM ACCIDENTAL ERASURE OR ANY OTHER LOSS OR CORRUPTION. YOU ARE RESPONSIBLE FOR ENSURING THAT ADEQUATE BACKUP COPIES OF ALL YOUR FILES (BOTH DATA AND PROGRAMS) ARE MADE ON A REGULAR, SYSTEMATIC BASIS.

When to repair a database
The system constantly checks the validity of its files, and if it detects any corruption it will report it. This could occur if you had turned off the computer (or re-booted) without exiting T4 TimeSaver or had a power failure. If you run out of disk space you may also experience some problems with the data. In this case, you should free up some disk space before proceeding with the database repair routine.

If you get an error message about a corrupted database, you should run the **Repair Database** option in the **File** menu to attempt to correct the damage. Before using this tool it is advisable to make a backup copy of your database. You can copy the database to removable media or to another hard drive.

Select the **Repair Database** option from the **File** menu. Choose **Yes** to select the current database or **No** to select another. If you have chosen to select a database, highlight the correct database directory

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and name from the list of available databases and click **Open**. You will be asked to confirm the name of database to be repaired. The process will begin as soon as you click **Yes**. You will be informed when the repair is complete. Any data that cannot be fixed will be discarded. You can then open the database again, and continue as usual.

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Part IV

4 Company Information

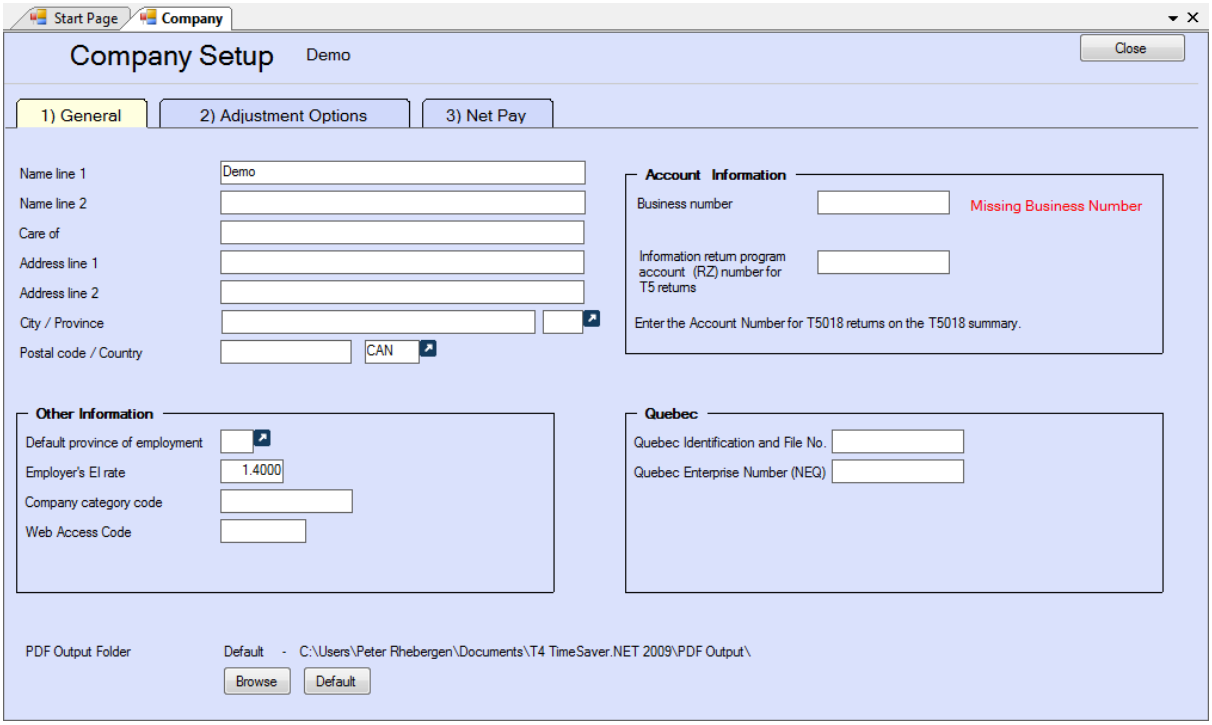
4.1 Creating a Company

You can enter as many companies as you would like into each database. To create a new company in the current database, select **New Company** from the **Company** menu. Enter the company name and press the **OK** button. If the company name already exists in the current database, you will be asked to confirm the new company name.

Company information is entered in three sections: **General** 51, **Adjustment Options** 52, and **Net Pay** 57. You should enter as much of the requested company information as possible when you add a new company.

4.1.1 General

Enter the full name and address of the company.



Other Information

Default Province of employment
T4 TimeSaver will automatically use the default value for the Default Province of Employment that you entered on the **New Company Defaults** page in the **Setup** menu. Enter a different province of employment if applicable.

Employer's EI rate
The Employer's EI Rate is automatically set to 1.4000. You may make any changes required for this particular company by simply typing in the correct information.

Company category code
The company category field is a user defined field that allows you to group the companies into categories. Enter a different company category name for each group of companies. The category code

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can be used when producing reports 34 to distinguish between groups of payers; whether by the partner handling the account, the type of work the payer does or any other criteria you choose.

Web Access Code
Enter the web access code supplied by CRA on the pre-printed summary supplied to the company This data in this field is for information purposes only and is neither used by T4 TimeSaver nor forwarded to the CRA when submitting returns over the Internet.

Business Number
Enter a valid business number. The Business number will have the format:

*nnnnnnnn*RP*nnnn* (where *n* represents a numeric character)

Information return program account (RZ) number for T5 returns
Enter a valid information return program number. The information return program number will have the format:

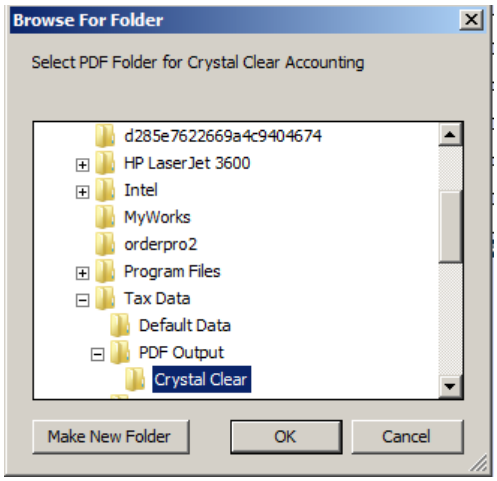
*nnnnnnnn*RZ*nnnn* (where *n* represents a numeric character)

Quebec Identification and File No.
Enter the Quebec Identification and file number for the company if you will be submitting any Quebec forms. The 16 digit number will have the format

*nnnnnnnn*RS*nnnn* (where *n* represents a numeric character)

Quebec Enterprise Number (NEQ)
Enter the Quebec Enterprise number for the company if you will be submitting any Quebec forms. It is 10 digit number issued to a company when the business is registered.

PDF Output Folder
Set the desired location of PDF copies of printed slips and summaries for this company. You may use one location for all companies, or set up a different folder for each company. Click the **Browse** button to set the location.



Select an existing folder or use the **Make New Folder** button to create a folder for this company.

4.1.2 Adjustment Options

With T4 TimeSaver you have the flexibility of customizing your method of adjusting CPP and EI discrepancies for individual companies. When you add a new company, T4 TimeSaver will

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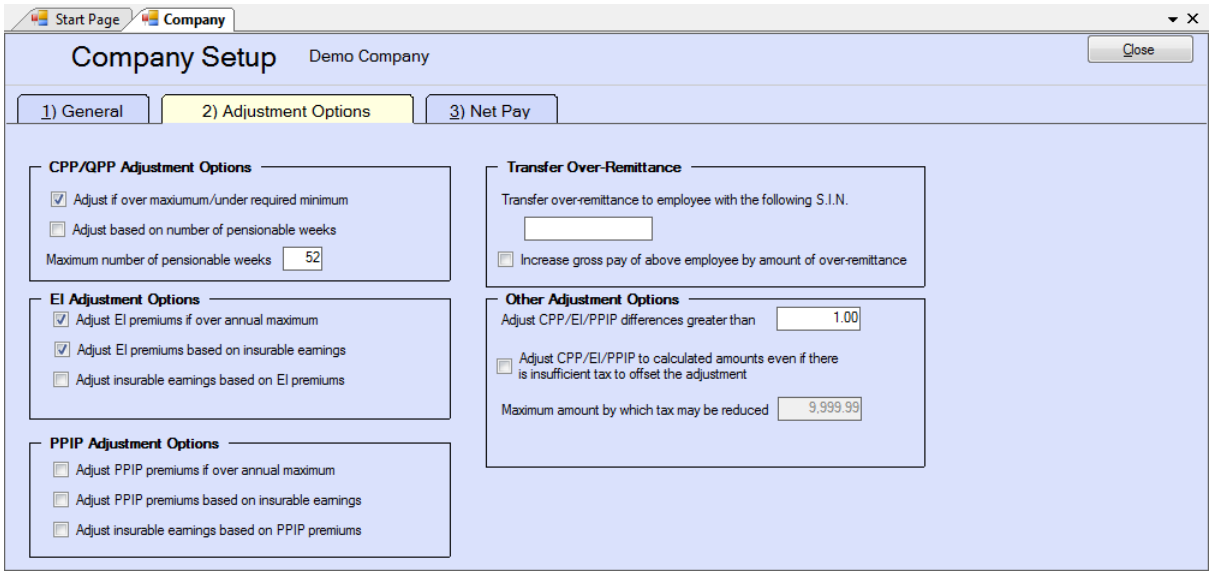
automatically insert the default values that you entered on the **T4 Adjustment Defaults** page in the **Setup** menu.

You may make any changes required for this particular company by simply typing in the correct information. For further information see **Adjusting T4s** 97.


Start Page
Company
Company Setup
Demo Company
Close
1) General
2) Adjustment Options
3) Net Pay
CPP/QPP Adjustment Options
Adjust if over maxiumum/under required minimum
Adjust based on number of pensionable weeks
Maximum number of pensionable weeks
52
EI Adjustment Options
Adjust EI premiums if over annual maximum
Adjust EI premiums based on insurable earnings
Adjust insurable earnings based on EI premiums
PPIP Adjustment Options
Adjust PPIP premiums if over annual maximum
Adjust PPIP premiums based on insurable earnings
Adjust insurable earnings based on PPIP premiums
Transfer Over-Remittance
Transfer over-remittance to employee with the following S.I.N.
Increase gross pay of above employee by amount of over-remittance
Other Adjustment Options
Adjust CPP/EI/PPIP differences greater than
1.00
Adjust CPP/EI/PPIP to calculated amounts even if there is insufficient tax to offset the adjustment
Maximum amount by which tax may be reduced
9,999.99

Standard Adjustment Options (Lite & Basic)

If, for a specific company, you have changed the values for the Tax Centre, the Taxation Services Office code, or the Default Province of Employment, in the General section (or any of the options in the Adjustment Options section) pressing the **User Defaults** button will restore the default values that are stored in the **User Settings** 182. You will be asked to confirm your choice.

T4 TimeSaver Plus & Enterprise Only

T4 TimeSaver Plus and Enterprise versions use an enhanced Adjustment Options screen which adds the following adjustment options:

1 - Lock the adjustment options for the current company
2 - Disable T4/RL-1 adjustments for the current company

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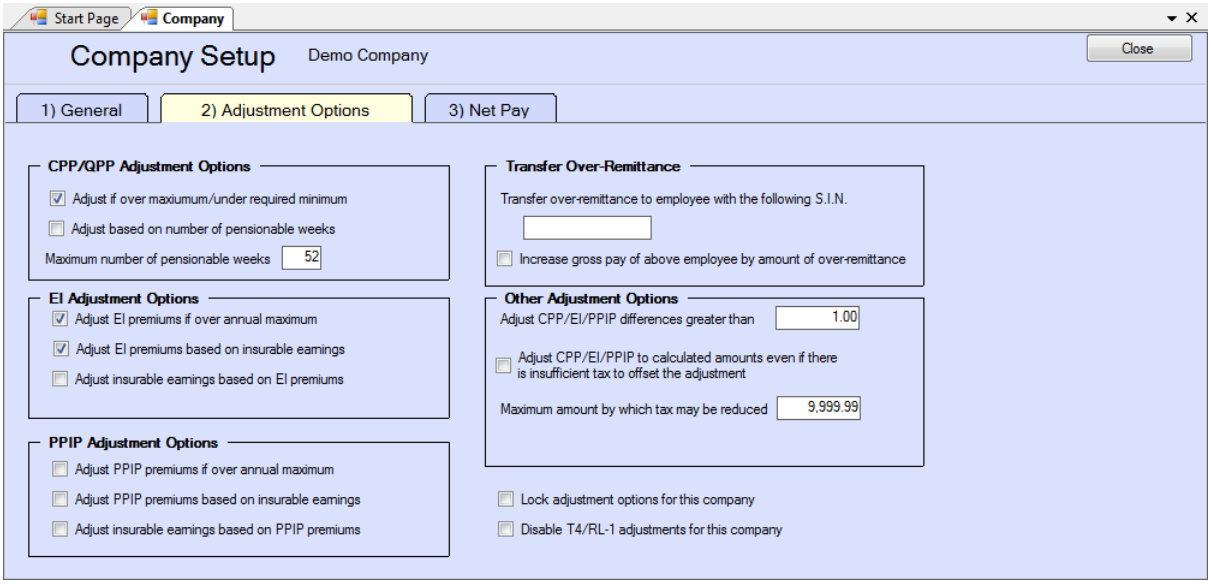
Start Page
Company
Company Setup
Demo Company
Close
1) General
2) Adjustment Options
3) Net Pay
CPP/QPP Adjustment Options
Adjust if over maxiumum/under required minimum
Adjust based on number of pensionable weeks
Maximum number of pensionable weeks
52
EI Adjustment Options
Adjust EI premiums if over annual maximum
Adjust EI premiums based on insurable earnings
Adjust insurable earnings based on EI premiums
PPIP Adjustment Options
Adjust PPIP premiums if over annual maximum
Adjust PPIP premiums based on insurable earnings
Adjust insurable earnings based on PPIP premiums
Transfer Over-Remittance
Transfer over-remittance to employee with the following S.I.N.
Increase gross pay of above employee by amount of over-remittance
Other Adjustment Options
Adjust CPP/EI/PPIP differences greater than
1.00
Adjust CPP/EI/PPIP to calculated amounts even if there is insufficient tax to offset the adjustment
Maximum amount by which tax may be reduced
9,999.99
Lock adjustment options for this company
Disable T4/RL-1 adjustments for this company

Enhanced Adjustment Options (Plus & Enterprise)

4.1.2.1 CPP/QPP Adjustment Options

Option A - Adjust CPP/QPP if over maximum/under minimum

ONLY ONE OF OPTIONS A AND B MAY BE SELECTED

If this option is selected, CPP/QPP will be adjusted to fall within the range:

The upper limit is the lesser of:

CPP/QPP pensionable earnings x 4.95%;
AND
$2,118.60

The lower limit is the lesser of:

(CPP/QPP pensionable earnings - $3,500.00) x 4.95%;
AND
$2,118.60

If the CPP/QPP deducted is greater than the Upper Limit, it will be adjusted down to the Upper Limit. If the CPP/QPP deducted is less than the Lower Limit, it will be adjusted up to the Lower Limit. If the CPP/QPP deducted falls within the range of the Upper and Lower Limits, no adjustments will be made to CPP/QPP.

This option ignores any potential reduction resulting from the annual CPP/QPP basic exemption which must be prorated based on pensionable weeks as outlined below. This option is designed for situations where it is not desirable to enter the number of pensionable weeks on each T4 slip.

Option B - Adjust CPP/QPP based on number of pensionable weeks

ONLY ONE OF OPTIONS A AND B MAY BE SELECTED

If this option is selected, CPP/QPP will be calculated as:

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(CPP/QPP pensionable earnings - prorated deduction) x 4.95%

Where the prorated deduction is calculated as:

(number of pensionable weeks / maximum number of pensionable weeks) x $3,500.00

C - Maximum number of pensionable weeks

This number is the number of weeks in the employer's fiscal year and is used in the above calculation to prorate the CPP/QPP basic exemption. The default value is 52 weeks but can be changed to 53 weeks if required.

4.1.2.2 EI Adjustment Options

Option D - Adjust EI premiums if over annual maximum

THIS OPTION MAY BE SELECTED INDIVIDUALLY OR WITH EITHER OPTION E OR F

If this option is selected, the EI will only be adjusted if it is greater than:

Standard annual maximum of $42,300.00 x 1.73% or $731.79 (for employees whose province of employment is **not** Québec)

OR

Standard annual maximum of $42,300.00 x 1.73% or $2,118.60 (for employees whose province of employment is Québec)

Option E - Adjust EI premiums based on Insurable Earnings

ONLY ONE OF OPTIONS E AND F MAY BE SELECTED

If this option is selected, the EI will be calculated as:

EI insurable earnings x 1.73% (for employees whose province of employment is **not** Québec)

OR

EI insurable earnings x 1.38% (for employees whose province of employment is Québec)

Note that if EI insurable earnings are not entered, gross pay will be used.)

Option F - Adjust insurable earnings based on EI premiums

ONLY ONE OF OPTIONS E AND F MAY BE SELECTED

This option assumes the entered amount for EI deducted is correct. When this option is selected, EI insurable earnings will be calculated as the minimum of:

EI deducted / 1.73% [or: EI deducted / 1.38% (for employees whose province of employment is Québec)]

OR

· $42,300.00

OR

Employment income

4.1.2.3 PPIP Adjustment Options

Option G - Adjust PPIP premiums if over annual maximum

THIS OPTION MAY BE SELECTED INDIVIDUALLY OR WITH EITHER OPTION H OR I

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If this option is selected, the PPIP will only be adjusted if it is greater than:

Standard annual maximum of $62,000.00 x 0.484% or $300.08

Option H - Adjust PPIP premiums based on Insurable Earnings

ONLY ONE OF OPTIONS H AND I MAY BE SELECTED

If this option is selected, the EI will be calculated as:

PPIP insurable earnings x 0.484%

(If PPIP insurable earnings are not entered, gross pay will be used.)

Option I - Adjust insurable earnings based on PPIP deducted

ONLY ONE OF OPTIONS H AND I MAY BE SELECTED

This option assumes the entered amount for PPIP deducted is correct. When this option is selected, PPIP insurable earnings will be calculated as the minimum of:

PPIP deducted / 0.484%
OR
$62,000.00
OR
Employment income

4.1.2.4 Transfer Over Remittance

Transfer employer's over remittance of CPP/QPP or EI to the following employee
When adjustments reduce total deductions for the company, the employer's portion of the over-remittance may be transferred to the tax of an owner or shareholder.

If a S.I.N. is entered here, then any net overpayment of CPP/QPP and EI resulting from adjustments calculated by the program will be credited to the tax deducted for the T4 of this employee. This adjustment will be reflected in the adjusted tax on the Adjustment reports for the particular employee.

Increase the gross pay with over remittance
If an over remittance is created by the adjustments and you indicate that you want the over remittance to be transferred to one employee (i.e. an owner or shareholder), you may also increase the gross pay of that employee in order to keep the net pay at the same level. If this option is chosen and the transferee's CPP/QPP is under the maximum deduction for the year, the CPP/QPP will NOT be adjusted again for this underpayment.

4.1.2.5 Other Options

Adjust CPP/EI/PPIP differences greater than...
If an amount is entered in this box, an adjustment to CPP/QPP, EI or PPIP must be greater than this threshold in order for the adjustment to be made. If the difference between the calculated amount and the entered amount for CPP/QPP, EI and PPIP is less than or equal to the threshold, no adjustments will be made and the entered amounts for CPP/QPP, EI, PPIP and tax will appear on the T4 slips.

Do you want CPP, EI & PPIP to be adjusted to their calculated amounts even if there is insufficient tax to cover the difference?
If this option is selected, it will adjust CPP/QPP, EI and PPIP to their calculated amounts although there may not be sufficient tax to make up the difference.

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Where there is insufficient tax to cover the net adjustment to CPP/QPP, EI and PPIP, this difference will be posted to the T4 Summary. The shortfall is comprised of the increase in the employer's portion of CPP/QPP/EI/PPIP and the increase in the employee's contribution which was not offset by tax. The employer will have to make up the difference when filing the Summary. It would then be up to the employer to collect the under-contributed employee's portion from the employee.

Enter the maximum amount by which tax may be reduced
If item the above option was selected, you may enter the maximum amount by which tax may be reduced. This option prevents the tax from being decreased to zero. For example, if you only wanted tax to be decreased by a maximum of $100, enter $100 in this field.

4.1.2.6 Lock / Disable Ajdustments (Plus & Enterprise Only)

T4 TimeSaver Plus & Enterprise Only

Plus and Enterprise versions of T4 TimeSaver have two additional adjustment options.

Lock adjustment options for the current company
When selected, this option locks the adjustment options for the current company. If adjustment options have been locked, they will not be changed when using the Global Changes - Adjustment Options 163 tool to change adjustment options for all companies in the database.

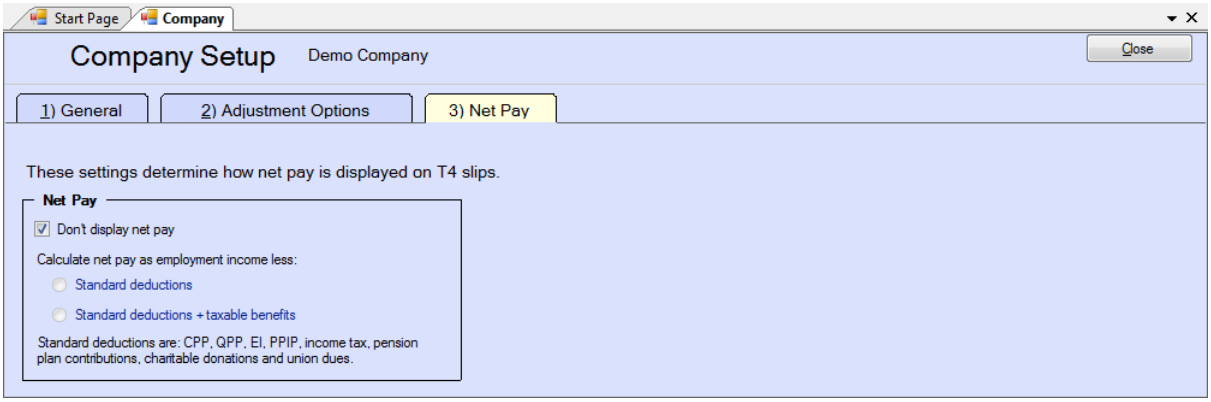
Disable T4/RL-1 adjustments for this company
When selected, this option will disable adjusting T4 and RL-1 slips for the current company.

4.1.3 Net Pay

Use this screen to indicate how Net Pay should be displayed for the current company. Check the checkbox if you do not wish the net pay to display at all. If you do wish to display the net pay, decide between whether or not to include taxable benefits in the net pay calculation. Net pay will always include the standard deductions of: CPP, QPP, EI, PPIP, Income Tax, Pension Plan Contributions, Charitable Donations and Union Dues.

Note that the Standard Deduction includes both provincial (Québec) and federal taxes. Taxable Benefits will be the sum of all boxes representing taxable benefits. Other deductions (if there are any) must be entered manually to arrive at the appropriate figure for Net Pay.

You can switch between these two methods of calculating the Net Pay by selecting the appropriate option.


Start Page
Company
Company Setup
Demo Company
Close
1) General
2) Adjustment Options
3) Net Pay
These settings determine how net pay is displayed on T4 slips.
Net Pay
Don't display net pay
Calculate net pay as employment income less:
Standard deductions
Standard deductions + taxable benefits
Standard deductions are: CPP, QPP, EI, PPIP, income tax, pension plan contributions, charitable donations and union dues.

4.2 Selecting a Company

To switch to another company, choose **Select Company** from the **Company** menu. A list of all the companies stored in the current database will appear. Highlight the desired company and press **Select**

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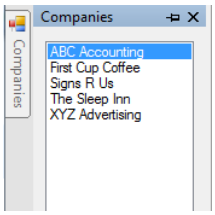
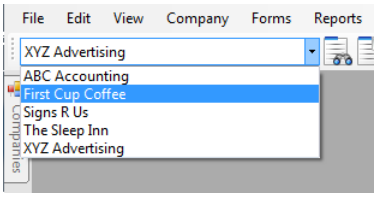
or double click on the company name. Click on the thumbtack to keep the company list open for ease of switching between companies.



You can perform the same function by simply clicking on the current company name visible at the top of the form. A drop down list of the companies in the database will appear. Simply click on the company of choice.



4.3 Editing Company Information

You can edit the company information by selecting **Edit Company Information** from the **Company** menu. You can add any missing information or change any information entered previously in any or all of the three sections. See **Creating a Company** 51 for details on the various fields.

4.4 Deleting a Company

Delete the current company, and all slips and summary forms associated with the company, by selecting **Delete Company** from the **Company** menu. You will be given a warning and asked to confirm the deletion of the company by typing the word "DELETE".

Confirm Delete
Do you want to delete the company noted below? Note that all tax slip information associated with this company will be permanently erased.
XYZ Advertising
To delete this company, enter 'DELETE' in the space below and click [Delete].
Delete
Cancel

4.5 Adjust/Unadjust T4 & RL-1 Slips

This option opens the Print Adjustment Report window. The menu allows you perform the functions associated with adjusting T4 and RL-1 slips for a company.

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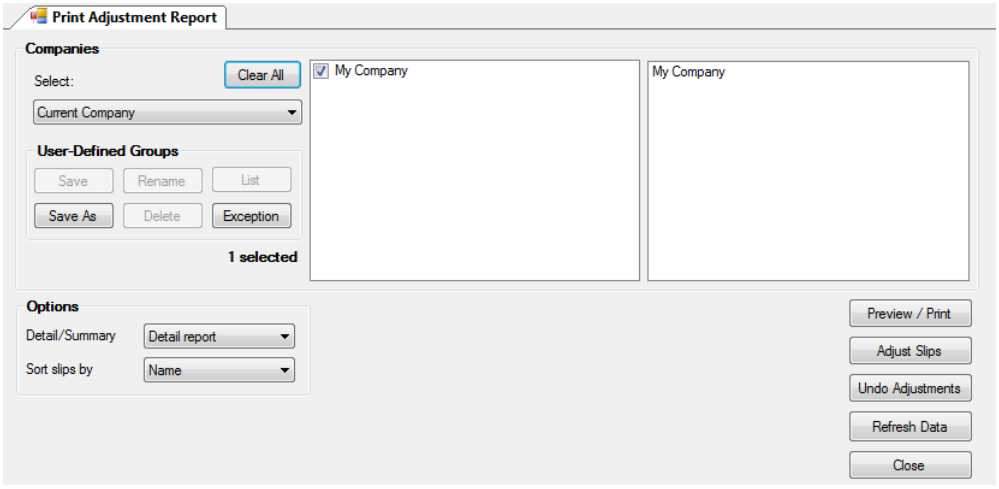

Companies

Choose which company(ies) to adjust by selecting All Companies, Current Company, Most Recently Used, Selected Companies, or a user-defined group name from the drop down list. If you choose to Select Companies, place a check mark beside the company names of the companies you wish to include.

User-Defined Groups

You can create a user-defined group of companies by first choosing Selected Companies from the Companies drop down list, and then placing a check mark beside the names of the companies you wish to save in a group. Save the selection list by clicking the **Save As** button and entering a name for the selection. The group name will be added to the Companies drop down list. If you subsequently make changes to the list, use the **Save** button to save your changes. Use **Rename** to change the group name, or **Delete** to delete the group altogether. **List** will create a report listing the companies included in the group. **Exception** will create a report listing any companies that are not included in any groups.

These user-defined groups are available from any report or form printing menu.

Options

Select whether you require a detailed or summary report and whether you wish the results to be displayed in Name, S.I.N. or Employee Number order.

Preview/Print

Use this button to both perform the adjustment calculations and create the adjustment report. The adjustments will be made according to the adjustment options you have entered for the company. See **Adjusting T4s** 97 for further information about the adjustment options. The report will appear as a PDF file on your monitor. The report can be saved to file, printed, exported or emailed from the preview window. This same report can be generated by selecting **T4** then **Adjustments** from the **Reports** menu.

Adjust Slips

Select **Adjust Slips** to adjust the CPP and/or EI for all of the employees in a given company, or selection of companies, at one time, without producing the Adjustment Report. The adjustments will be made according to the adjustment options you have entered for the company. See **Adjusting T4s** 97 for further information about the adjustment options. The adjusted values will appear in the "Adjusted" column on the T4 and/or RL-1 slips when you view them and be printed on the T4 and/or RL-1 slips when they are printed.

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Undo Adjustments
Select **Undo Adjustments** to remove the adjustment information from the T4 and/or RL-1 slips when you view them and to revert back to the entered values on the T4 and/or RL-1 slips when they are printed.

Refresh Data
Use this button to update any company data that may have changed since the Print Adjustment Report window was opened.

4.6 Unlock all Companies in Database

Select **Unlock all Companies in Database** from the **Company** menu. Use this function when an error message is displayed stating that a particular company is locked by a user, when that user is not, in fact, accessing the company. This would occur if T4 TimeSaver was not exited correctly. You will be asked to confirm the unlock.

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Part V

5 Entering Slips

Choose the type of slip you wish to enter by selecting it from the **Forms** menu. The following are some of the functions you can use:

5.1 Add Slips

This function is used to add a new slip of the type you are currently entering to the active company. Access this function by selecting **Add Slip** from the **Edit** menu, clicking on the **Add Slip** icon in the icon toolbar, or by pressing **[Ctrl] + [A]**. A blank data entry form will appear in which you may enter the information for an individual slip.

After entering data in a box you may press either the **Enter** or **Tab** key and the cursor will move to the next box. The cursor only stops at the boxes that have been checked off on the corresponding **Data Entry** 175 tab of the **Setup** menu. (Note: there are Data Entry tabs for the most commonly used form types)

You will be warned if the data you have entered is invalid.

5.2 Delete Slips

Select **Delete Slip** from the **Edit** menu, click on the **Delete Slip** icon in the icon toolbar, or press **[Ctrl] + [D]**. This function will delete the slip currently displayed on the screen. You will be asked to confirm the deletion.

If you delete the only slip, the slip window will be closed.

5.3 Sorting Slips

During data entry or review of slip information you can modify the sequence of the slips by selecting the desired field from the drop down list in the icon toolbar (located to the left of the slip number field). The fields available for sorting will vary by the type of slip. The slip currently being displayed will remain on the screen.

5.4 Selecting Slips

Choose **Select slip from list** from the **Edit** menu to display a list of all the recipients for the current company. Clicking on the **Find Slip** icon in the icon toolbar performs the same function. Select from the list by clicking on the desired recipient. The slip for the recipient selected will appear on the screen.

The slips will be listed in the sort order selected in the drop down list in the icon toolbar.

5.5 Entering Data

The data entry screen for each type of slip contains input fields that correspond to the boxes on the printed forms, plus some control fields required by T4 TimeSaver. Descriptions of some of these boxes are listed below under the corresponding type of slip. See the guides provided by CRA for information about the regulations concerning the contents of any of the particular boxes.

There are a number of features available to make data entry as quick and easy as possible. Many fields, for example the Province field, have white arrows to the right of the box. This indicates that there are a limited number of valid options for this field. Double click in the box or on the arrow to select from the valid options.

You can insert the company address onto the address fields for an employee by simultaneously pressing the Shift + F6 keys. If there is more than one slip for an employee you can copy the

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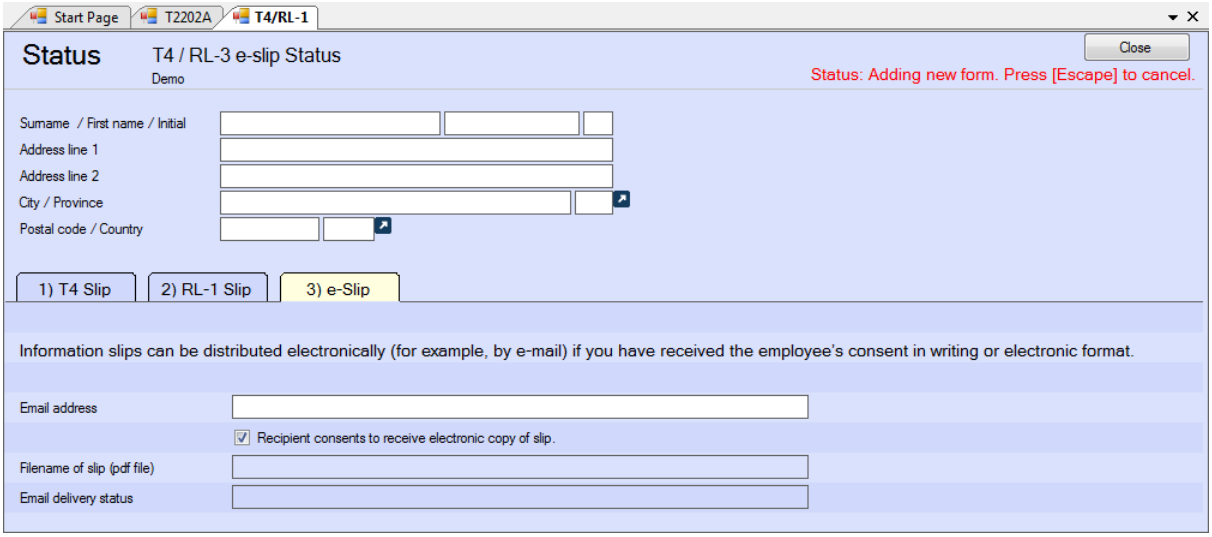
Employee information from one slip using the F7 key and then paste it onto another slip using the Shift + F7 combination of keys.

5.6 e-Slip Tab

T4 TimeSaver Enterprise Only


Start Page
T2202A
T4/RL-1
Status
T4 / RL-3 e-slip Status
Demo
Close
Status: Adding new form. Press [Escape] to cancel.
Surname / First name / Initial
Address line 1
Address line 2
City / Province
Postal code / Country
1) T4 Slip
2) RL-1 Slip
3) e-Slip
Information slips can be distributed electronically (for example, by e-mail) if you have received the employee's consent in writing or electronic format.
Email address
Recipient consents to receive electronic copy of slip.
Filename of slip (pdf file)
Email delivery status

When using T4 TimeSaver Enterprise you will see an e-Slip tab on many of the information slip data entry screens. Use the fields on this screen to enter an email address for the slip's recipient. This email address can then be used to email a copy of the slip in electronic format to the recipient; rather than collating and mailing paper slips. The slip will be sent to the recipient as a PDF file. You are required to obtain the employee's consent before you can distribute slips in electronic format.

Email address
Enter the recipient's email address. When emailed, the PDF slip will be sent to this address. The checkbox **Recipient consents to receive electronic copy of slip** is selected by default for all recipients of all slip types.

Filename
The filename field indicates the name of the PDF file as it is stored in your system.

Delivery Status
The delivery status field indicates whether or not a PDF slip has been emailed to the recipient.

5.7 Overriding Calculated Fields

Some fields on the slips and summaries contain calculated values. If it becomes necessary to edit a calculated field you may do so by pressing the **F4** button or double clicking the icon to the right of the field. The background colour of the field will change to indicate the value is no longer the calculated value and you will be able to enter the desired value.

To return to the calculated value, click the **Recalculate** button, press **F4** again, or double click the icon to the right of the field again. You will be asked to confirm the return to the calculated value.

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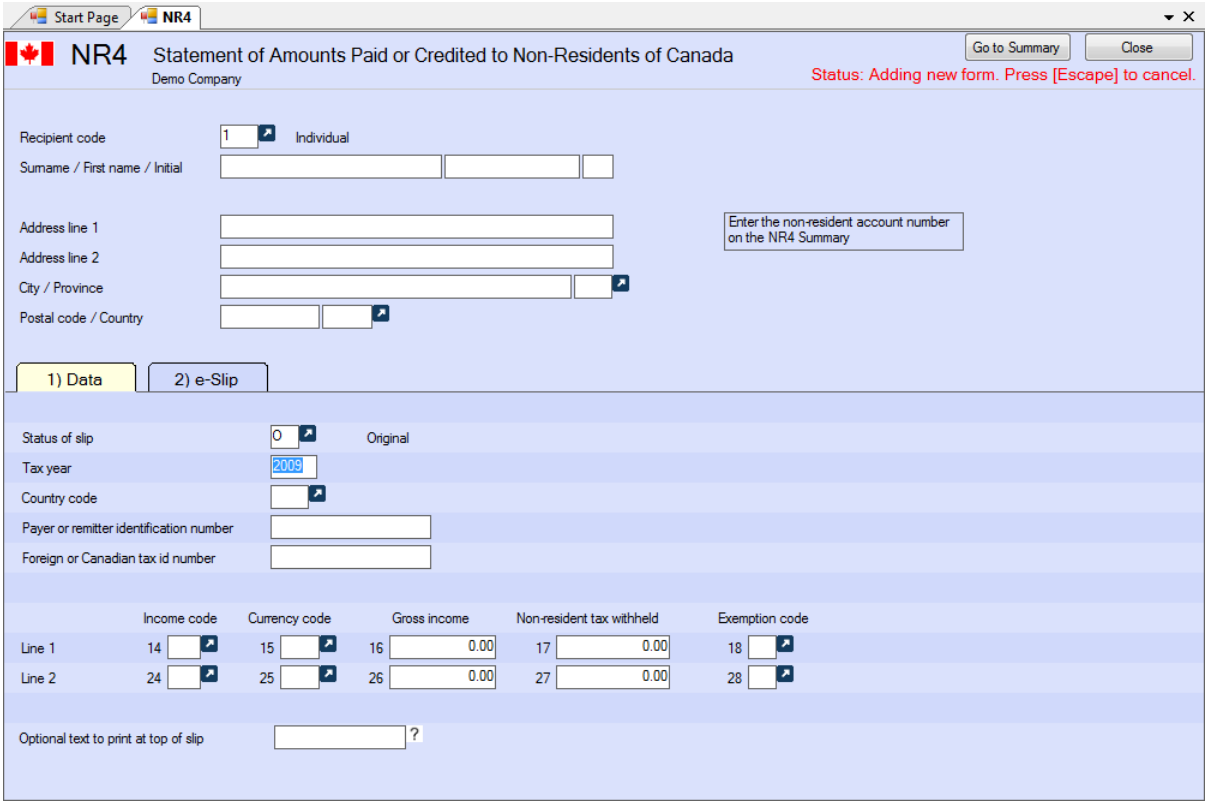
5.8 NR4 Input Window

T4 TimeSaver Basic, Plus & Enterprise Only



Employee Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Recipient Code
Enter one of the following valid codes to identify the types of recipient:

1 - if the income was earned by an individual
2 - if the income was earned by a joint account (two individuals).
3 - if the income was earned by a corporation.
4 - if the income was earned by an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other.
5 - if the income was earned by a government, government enterprise, or international organization.

Income Code
Enter the appropriate numeric income code, or select one from the drop down list, to indicate the source of the income being reported.

Currency Code

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Gross income and non-resident tax withheld should be reported in Canadian funds. However, if you cannot convert these amounts, CRA will convert both these values to Canadian currency based on the currency code entered here and the average annual rate. Ensure that both the gross income and the non-resident tax withheld are in the same currency and that the appropriate three letter code is selected.

Exemption Code
Enter the applicable exemption code, or select it from the drop down list. See Appendix C in the CRA Publication T4061 Non Resident Withholding Tax Guide.

Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To Summary Button
Click on this button to display the NR4 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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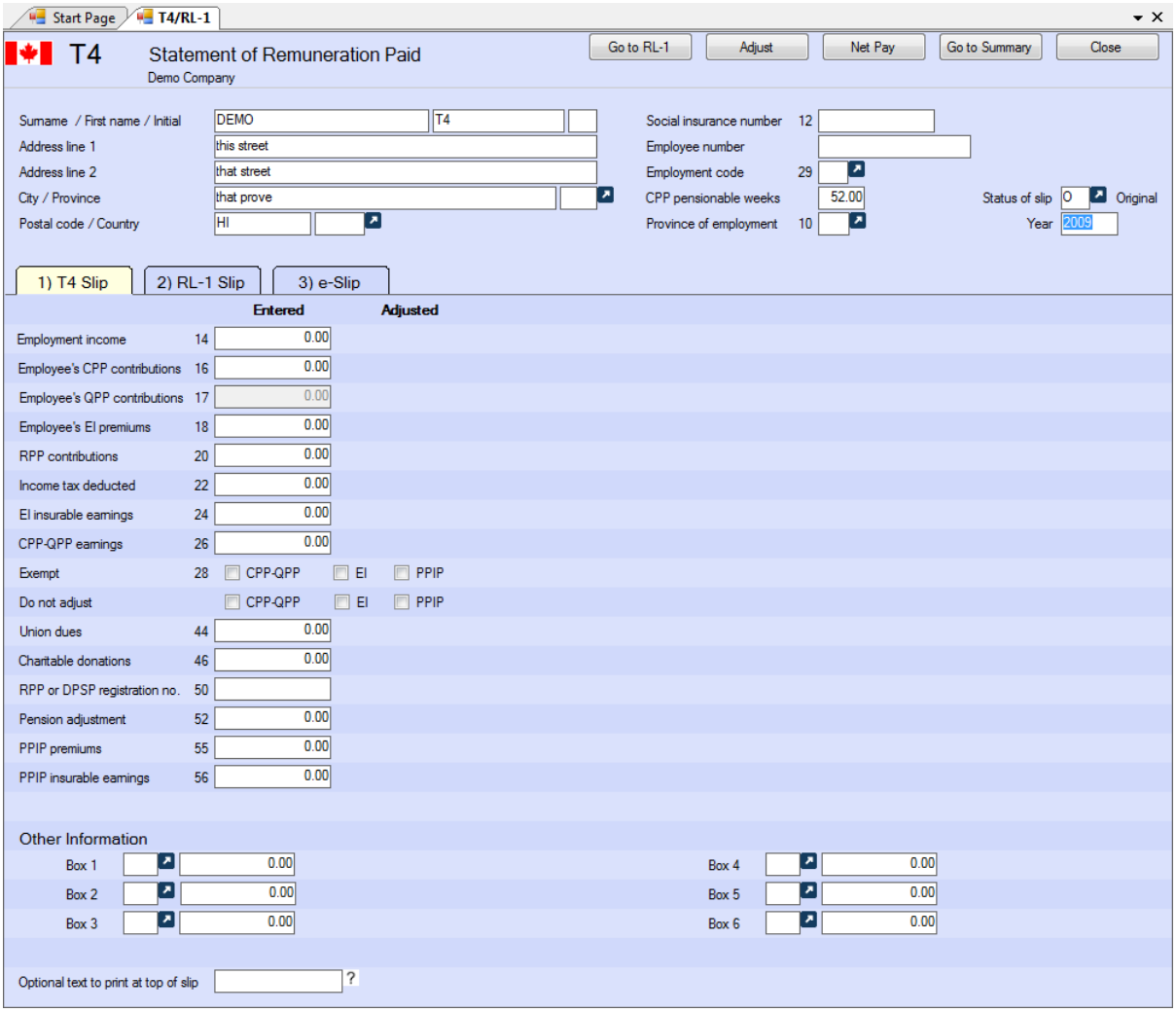
5.9 T4 Input Window



Employee Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Province of Employment
T4 TimeSaver will automatically insert into Box 10 the code for the province of employment entered in the General section of the Company Information. You may, of course, override it for a specific employee.

S.I.N. Validation
T4 TimeSaver will check the validity of the S.I.N. entered and will change the colour of the S.I.N. box to red if the S.I.N. is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

When the edit list or detailed adjustment report is printed or displayed, there will be an asterisk beside any invalid S.I.N. values.

CPP Pensionable Weeks

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If you have selected "Adjust based on number of pensionable weeks" for the CPP/QPP Adjustment Option on the **Adjustment Options** 52 section of the **Company Information** 164, a value must be entered into the input field "CPP Pensionable Weeks". This field will default to 52 or 53 depending on the value entered under Maximum Number of Pensionable Weeks, but you may override this value for specific employees.

EI Insurable Earnings
A value should only be entered in the EI Insurable earnings box when it is not equal to zero or to the gross pay amount (Box 14). If no amount in entered, Box 24 will be left blank on the printed slip as required by CRA.

CPP/QPP, EI and PPIP Exempt Boxes
You may check one or both of the CPP/QPP and EI Exempt boxes as appropriate for the current employee.

Do not check the CPP/QPP exempt box if you entered an amount in Box 16 or Box 26. Check CPP/QPP exempt only if the earnings were exempt for the entire period of employment.

Do not check the EI Exempt box if you entered an amount in Box 18 or Box 24. Check EI exempt only if the earnings were exempt, or if they were not eligible for the entire reporting period of employment.

Do not check the PPIP Exempt box if you entered an amount in Box 55 or Box 56. Check PPIP exempt only if the earnings were exempt, or if they were not eligible for the entire reporting period of employment.

CPP/QPP, EI and PPIP Do Not Adjust Boxes
Check one or both of these boxes to indicate that this particular slip should not be adjusted when the slips for this company are adjusted. This allows you to adjust some slips while leaving others as entered.

Other Income
Record other income in the boxes provided at the bottom of the window. The type code of the income should be indicated in the Box field with the corresponding Amounts directly beside. Press F2 or double click the box field to display a list of available codes. See your Tax Guide for a list and description of appropriate type codes.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To RL-1 Button
Clicking on this button will display the RL-1 slip associated with the displayed slip, if an RL-1 exists.

Adjust Button
Clicking on this button will adjust the displayed slip. The adjustments will be made based on the adjustment options selected for the current company. These adjustments *are not* reflected in the corresponding T4 summary, unless all of the slips are adjusted using by **Printing Adjustment Reports** 144.

Net Pay Button
The employee's net pay is calculated and displayed on the screen as you enter data into each box of the T4 and may prove useful as an audit check. It will be calculated in one of the two following ways:

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Employment Income - Standard Deductions - Other Deductions

or

Employment Income - Standard Deductions - Taxable Benefits

The Employment Income is the amount entered in Box A. The Standard Deductions are: CPP, QPP, EI, PPIP, Income Tax, Pension Plan Contributions, Charitable Donations and Union Dues. Note that the Standard Deduction includes both provincial (Québec) and federal taxes. Taxable Benefits will be the sum of all boxes representing taxable benefits. Other deductions (if there are any) must be entered manually to arrive at the appropriate figure for Net Pay.

You can switch between these two methods of calculating the Net Pay by clicking on the **Net Pay** 57 button and then selecting the appropriate option. You can also check the "Don't display net pay" to remove this information from the display.

Go To Summary Button
Click on this button to display the T4 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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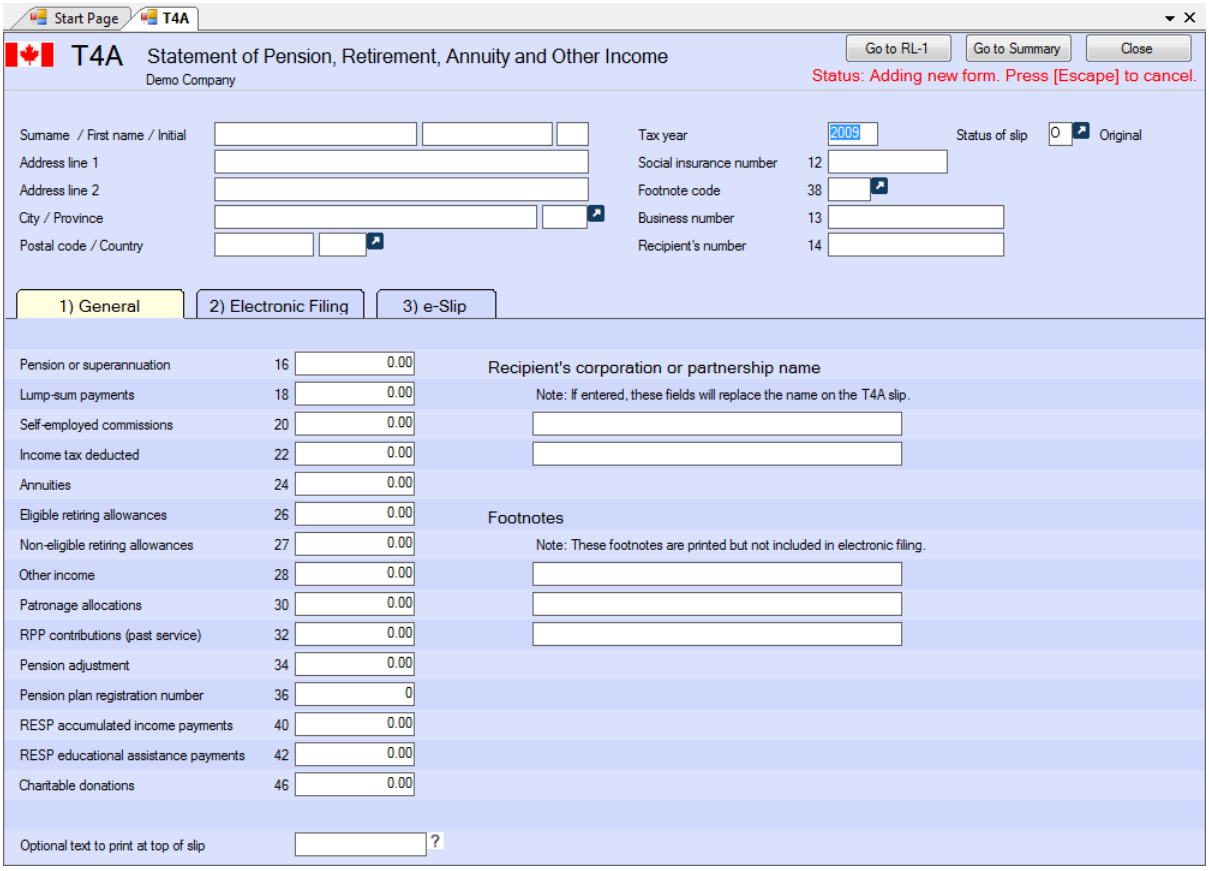
5.10 T4A Input Window



Recipient Name
The recipient name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

S.I.N. Validation
T4 TimeSaver will check the validity of the S.I.N. entered and will change the colour of the S.I.N. field to red if the S.I.N. is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Footnotes
Text footnotes may be entered in the fields provided. These will be printed on paper copies of the T4A. (Footnotes for use with electronic filing submissions may be accessed by clicking on the Electronic Filing link in the top right corner of the screen.)

Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To RL-1 Button

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Clicking on this button will display the RL-1 slip associated with the displayed slip, if an RL-1 exists.

Go To Summary Button
Click on this button to display the T4A Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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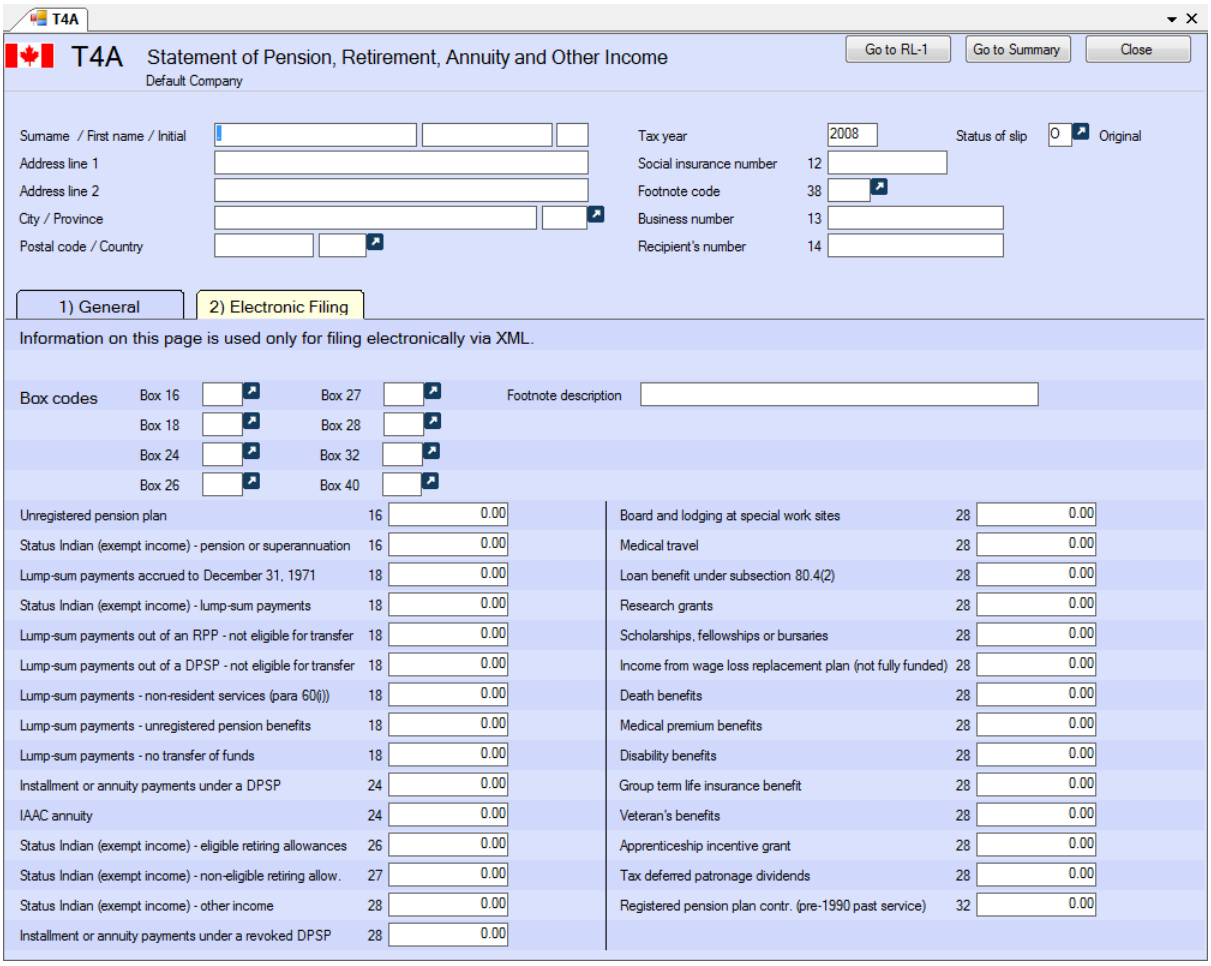
5.10.1 Electronic Filing Input Window


T4A
T4A Statement of Pension, Retirement, Annuity and Other Income
Default Company
Go to RL-1
Go to Summary
Close
Surname / First name / Initial
Address line 1
Address line 2
City / Province
Postal code / Country
Tax year 2008
Status of slip O Original
Social insurance number 12
Footnote code 38
Business number 13
Recipient's number 14
1) General
2) Electronic Filing
Information on this page is used only for filing electronically via XML.
Box codes
Box 16
Box 18
Box 24
Box 26
Box 27
Box 28
Box 32
Box 40
Footnote description
Unregistered pension plan 16 0.00
Status Indian (exempt income) - pension or superannuation 16 0.00
Lump-sum payments accrued to December 31, 1971 18 0.00
Status Indian (exempt income) - lump-sum payments 18 0.00
Lump-sum payments out of an RPP - not eligible for transfer 18 0.00
Lump-sum payments out of a DPSP - not eligible for transfer 18 0.00
Lump-sum payments - non-resident services (para 60(j)) 18 0.00
Lump-sum payments - unregistered pension benefits 18 0.00
Lump-sum payments - no transfer of funds 18 0.00
Installment or annuity payments under a DPSP 24 0.00
IAAC annuity 24 0.00
Status Indian (exempt income) - eligible retiring allowances 26 0.00
Status Indian (exempt income) - non-eligible retiring allow. 27 0.00
Status Indian (exempt income) - other income 28 0.00
Installment or annuity payments under a revoked DPSP 28 0.00
Board and lodging at special work sites 28 0.00
Medical travel 28 0.00
Loan benefit under subsection 80.4(2) 28 0.00
Research grants 28 0.00
Scholarships, fellowships or bursaries 28 0.00
Income from wage loss replacement plan (not fully funded) 28 0.00
Death benefits 28 0.00
Medical premium benefits 28 0.00
Disability benefits 28 0.00
Group term life insurance benefit 28 0.00
Veteran's benefits 28 0.00
Apprenticeship incentive grant 28 0.00
Tax deferred patronage dividends 28 0.00
Registered pension plan contr. (pre-1990 past service) 32 0.00

Information entered on the "Electronic Filing" screen will be used only when filing T4A return(s) electronically; it is not represented on any paper copies of the T4A.

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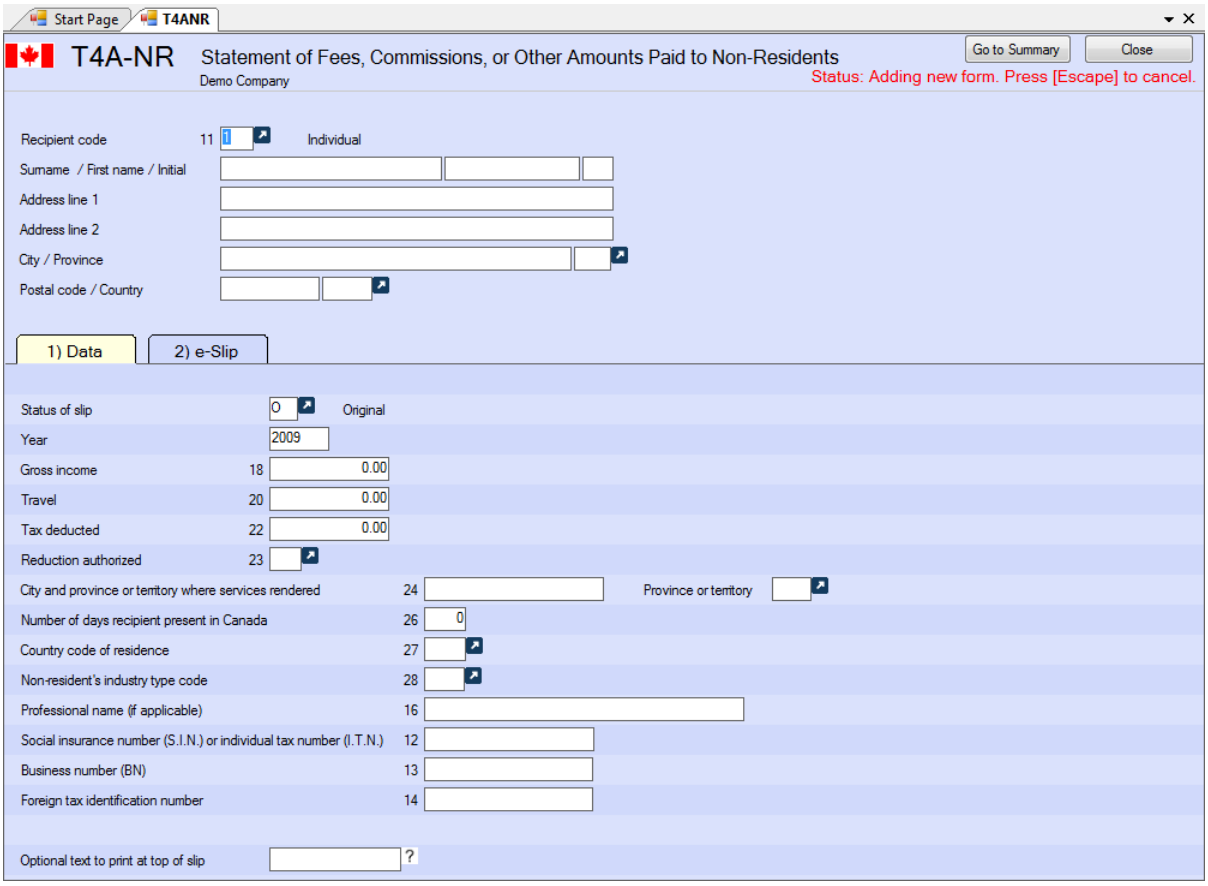
5.11 T4ANR Input Window

T4 TimeSaver Basic, Plus & Enterprise Only


Start Page
T4ANR
T4A-NR
Statement of Fees, Commissions, or Other Amounts Paid to Non-Residents
Demo Company
Go to Summary
Close
Status: Adding new form. Press [Escape] to cancel.
Recipient code 11 1 Individual
Surname / First name / Initial
Address line 1
Address line 2
City / Province
Postal code / Country
1) Data
2) e-Slip
Status of slip O Original
Year 2009
Gross income 18 0.00
Travel 20 0.00
Tax deducted 22 0.00
Reduction authorized 23
City and province or territory where services rendered 24
Province or territory
Number of days recipient present in Canada 26 0
Country code of residence 27
Non-resident's industry type code 28
Professional name (if applicable) 16
Social insurance number (S.I.N.) or individual tax number (I.T.N.) 12
Business number (BN) 13
Foreign tax identification number 14
Optional text to print at top of slip

Recipient Code
Enter one of the following valid codes to identify the types of recipient:

1 - if the income was earned by an individual
2 - if the income was earned by a joint account (two individuals).
3 - if the income was earned by a corporation.
4 - if the income was earned by an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other.
5 - if the income was earned by a government, government enterprise, or international organization.

Employee Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Country of Residence
Enter the appropriate three character country code, or select it from the drop down list, to indicate the

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country of residence of the recipient. See Appendix E for a full list of the standard three character country codes.

Non-Resident's Service Industry
Enter the four digit numeric code, or select it from the drop down list, indicating the type of service industry.

City/Province where services rendered
Enter the city name, leave a space and then type the two character province code for the province in which the services were rendered.

Days in Canada
Enter the total number of days the non-resident was in Canada during this calendar year while under contract with the payer. Include weekends and holidays.

Professional Name
Use this box if the professional or operating name is different from the real or legal name of the non-resident. For example, this box may be used when payments are made to non-residents in the entertainment and athletic professions.

Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will appear at the top of the printed slip.

Go To Summary Button
Click on this button to display the T4A-NR Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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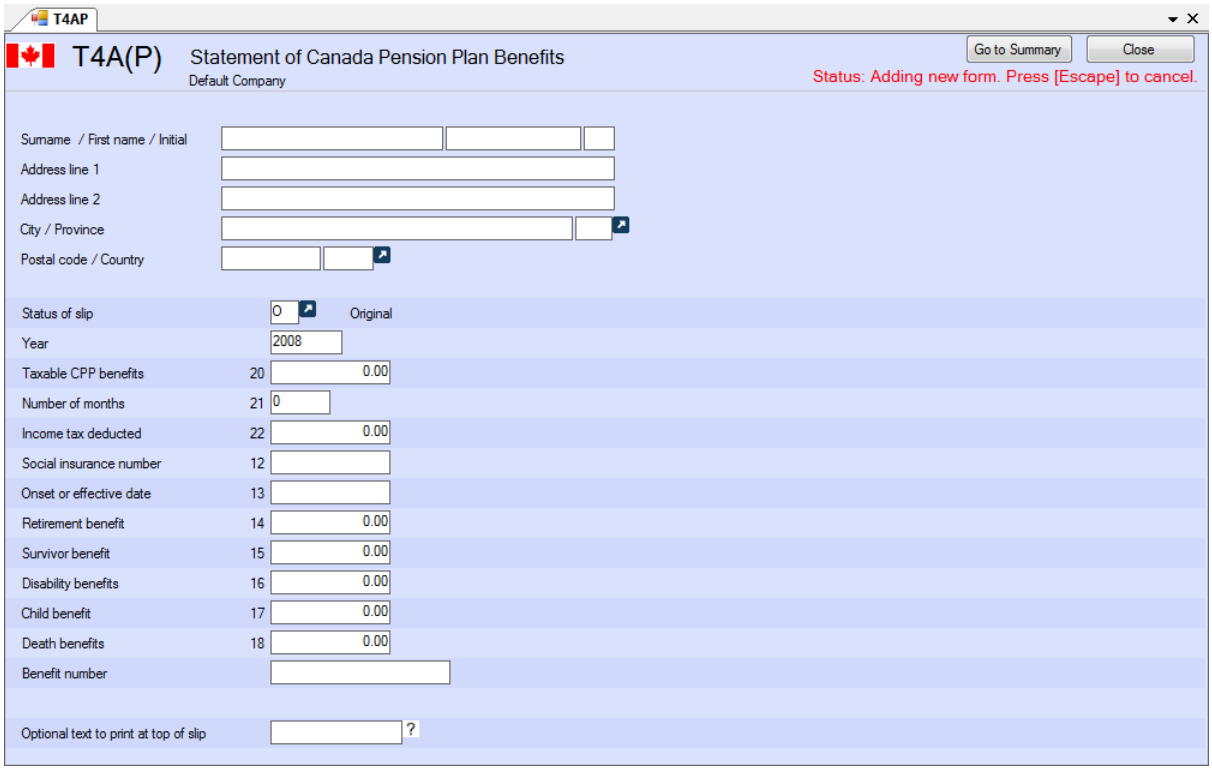
5.12 T4AP Input Window

T4 TimeSaver Basic, Plus & Enterprise Only



Employee Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To Summary Button
Click on this button to display the T4A(P) Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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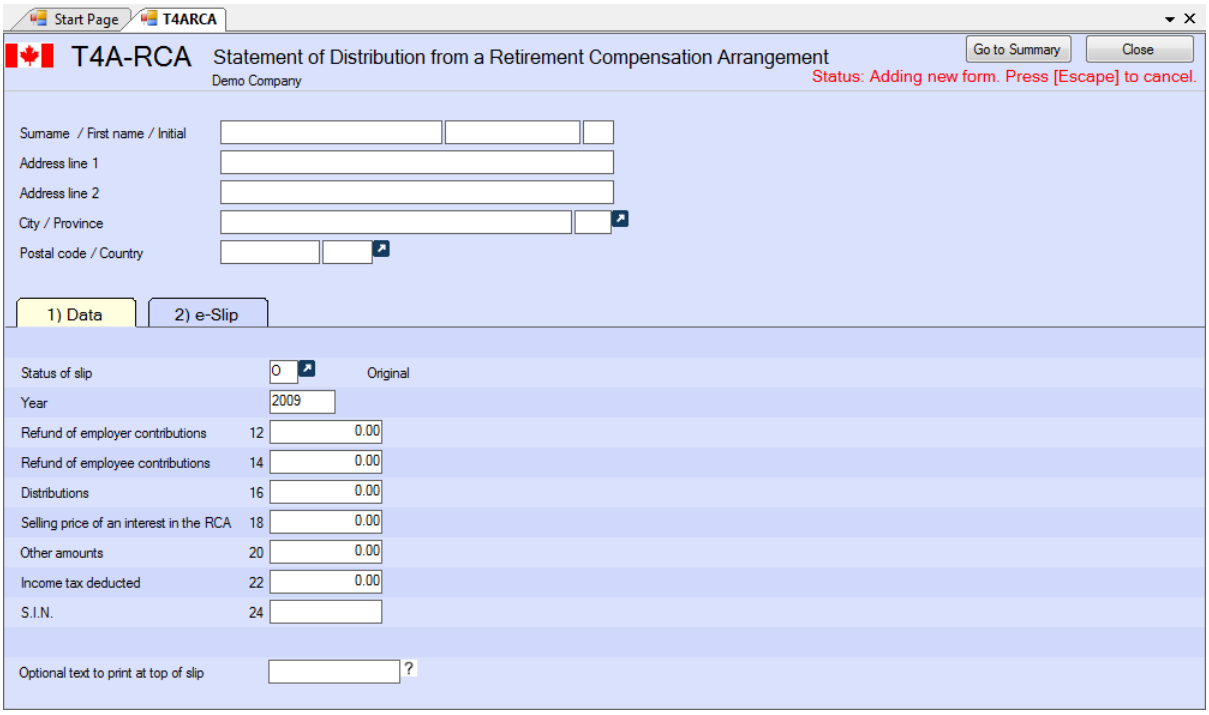
5.13 T4ARCA Input Window

T4 TimeSaver Basic, Plus & Enterprise Only



Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Go To Summary Button
Click on this button to display the T4A-RCA Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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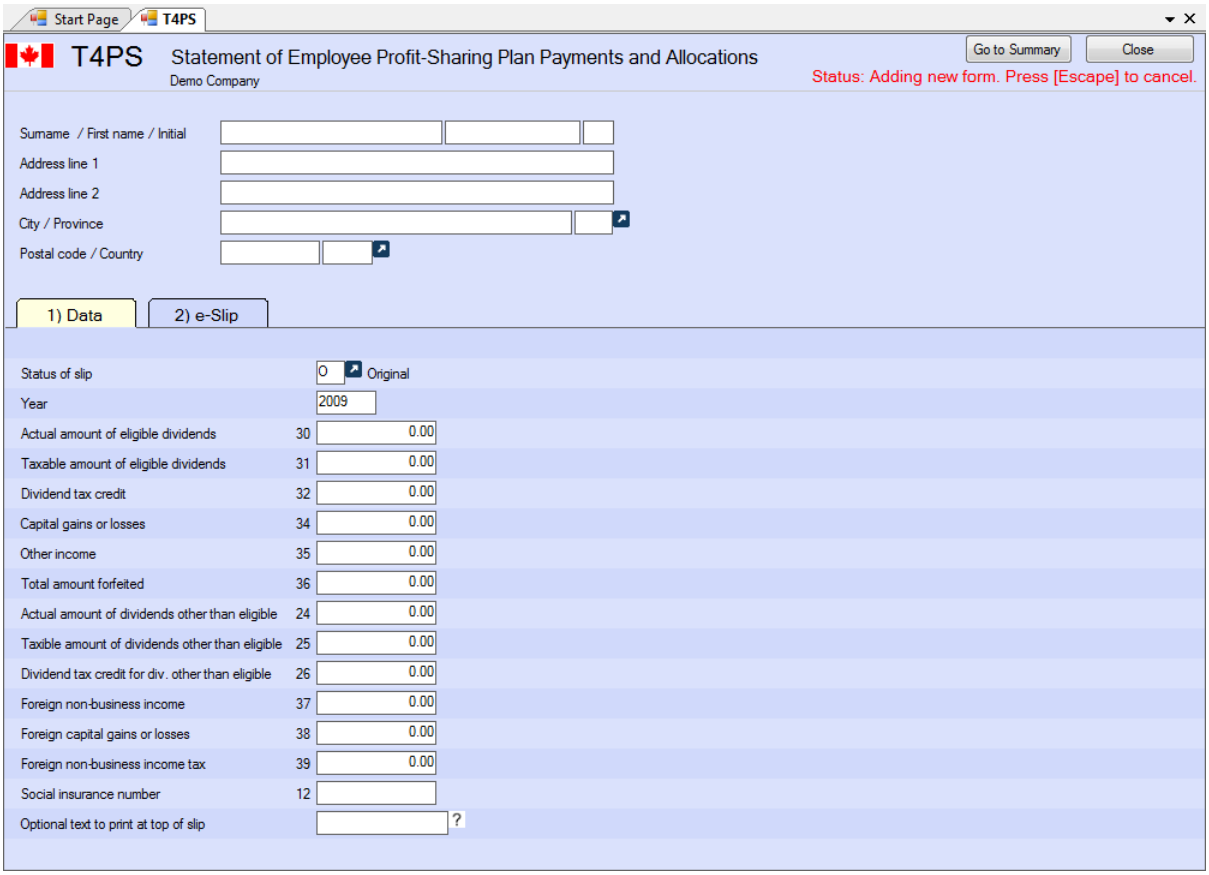
5.14 T4PS Input Window

T4 TimeSaver Basic, Plus & Enterprise Only


Start Page
T4PS
T4PS
Statement of Employee Profit-Sharing Plan Payments and Allocations
Demo Company
Go to Summary
Close
Status: Adding new form. Press [Escape] to cancel.
Surname / First name / Initial
Address line 1
Address line 2
City / Province
Postal code / Country
1) Data
2) e-Slip
Status of slip
O
Original
Year
2009
Actual amount of eligible dividends 30 0.00
Taxable amount of eligible dividends 31 0.00
Dividend tax credit 32 0.00
Capital gains or losses 34 0.00
Other income 35 0.00
Total amount forfeited 36 0.00
Actual amount of dividends other than eligible 24 0.00
Taxible amount of dividends other than eligible 25 0.00
Dividend tax credit for div. other than eligible 26 0.00
Foreign non-business income 37 0.00
Foreign capital gains or losses 38 0.00
Foreign non-business income tax 39 0.00
Social insurance number 12
Optional text to print at top of slip
?

Employee Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Go To Summary Button
Click on this button to display the TAPS Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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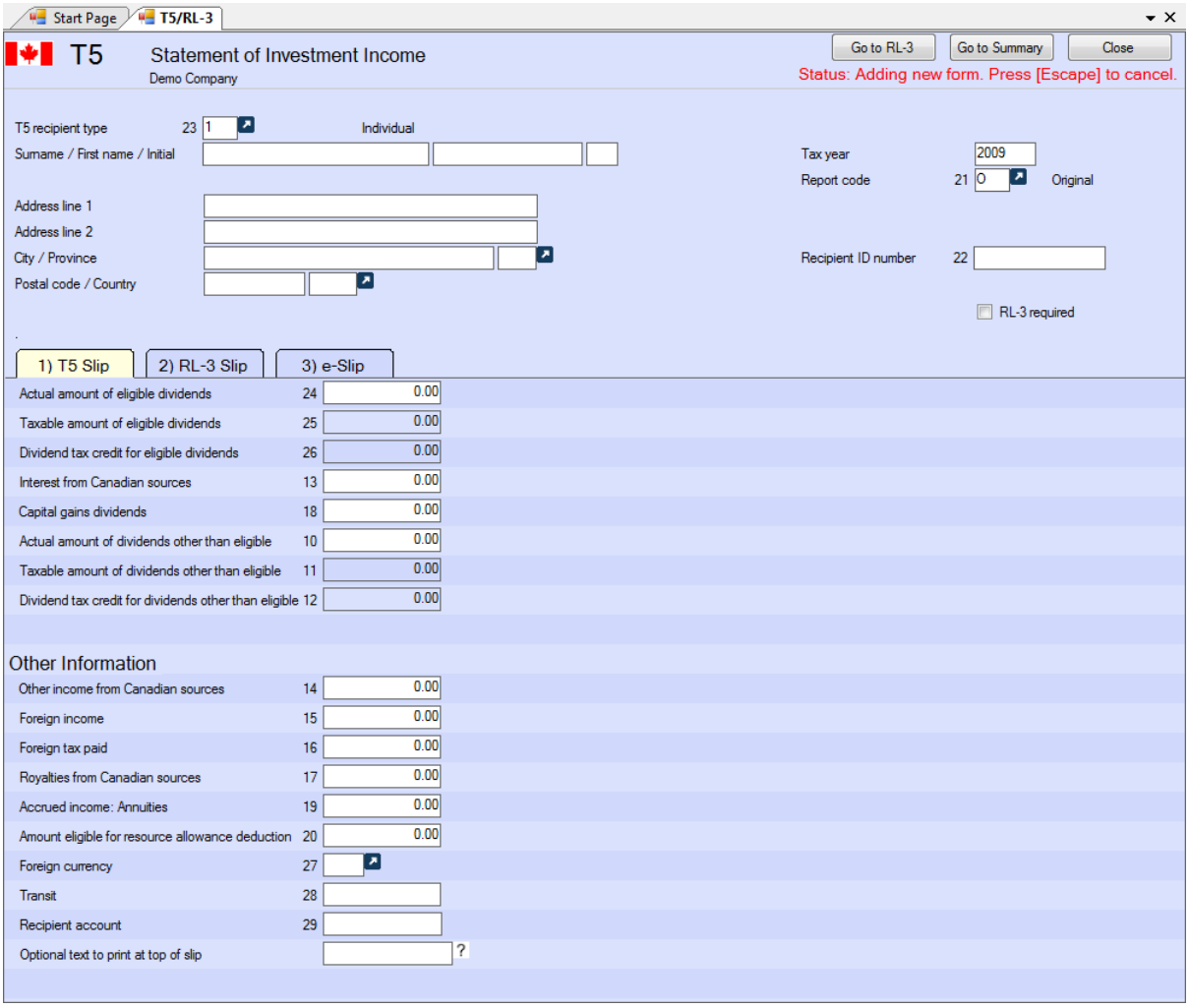
5.15 T5 Input Window


Start Page
T5/RL-3
T5
Statement of Investment Income
Demo Company
Go to RL-3
Go to Summary
Close
Status: Adding new form. Press [Escape] to cancel.
T5 recipient type 23 1 Individual
Surname / First name / Initial
Tax year 2009
Report code 21 O Original
Address line 1
Address line 2
City / Province
Postal code / Country
Recipient ID number 22
RL-3 required
1) T5 Slip
2) RL-3 Slip
3) e-Slip
Actual amount of eligible dividends 24 0.00
Taxable amount of eligible dividends 25 0.00
Dividend tax credit for eligible dividends 26 0.00
Interest from Canadian sources 13 0.00
Capital gains dividends 18 0.00
Actual amount of dividends other than eligible 10 0.00
Taxable amount of dividends other than eligible 11 0.00
Dividend tax credit for dividends other than eligible 12 0.00
Other Information
Other income from Canadian sources 14 0.00
Foreign income 15 0.00
Foreign tax paid 16 0.00
Royalties from Canadian sources 17 0.00
Accrued income: Annuities 19 0.00
Amount eligible for resource allowance deduction 20 0.00
Foreign currency 27
Transit 28
Recipient account 29
Optional text to print at top of slip

Recipient Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Recipient ID Number Validation
If the recipient is an individual, enter the recipient's Social Insurance Number (S.I.N.). For interest credited to a joint account, enter the S.I.N. of only one of the individuals. If the recipient is not an individual, enter the recipient's business number, if available. The T4 TimeSaver will check the validity of the S.I.N. or Business Number entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. or business number is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

Report Code
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the "Amended only" or "Originals only" options are chosen.

Recipient Type

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Enter one of the following valid codes to identify the type of recipient:

1 - if the investment income was earned by an individual
2 - if the investment income was earned by a joint account (two individuals).
3 - if the investment income was earned by a corporation.
4 - if the investment income was earned by an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other.
5 - if the investment income was earned by a government, government enterprise, or international organization.

Eligible and Other than Eligible Dividends
Enter the amount of eligible dividends in box 24. Enter the amount of other than eligible dividends in box 10. The total dividends will be the sum of box 24 and box 10, but does not appear on the form.

Automatic Calculations
For the eligible dividends, the taxable amount of dividends and the dividend tax credit are calculated and displayed automatically by the system as follows:

Taxable amount of dividends = (actual dividends) * 1.45
Dividend tax credit = (taxable amount of dividends) * 18.9655%

For dividends other than eligible dividends, the taxable amount of dividends and the dividend tax credit are calculated and displayed automatically by the system as follows:

Taxable amount of dividends = (actual dividends) * 1.25
Dividend tax credit = (taxable amount of dividends) * 13.3333%

This calculation is suppressed for corporate recipients (recipient type 3).

Foreign Currency
If you cannot report amounts in Canadian dollars, identify the foreign currency according to the ISO (International Organization for Standardization) 4217 Codes for the Representation of Currencies and Funds. Enter the appropriate three-letter alphabetical or three-digit numeric codes. If possible, use the alphabetical codes. For example:

USD - United States, dollar
DEM - Germany, mark
DKK - Denmark, kröne
ESP - Spain, peseta
FRF - France, franc
GBP - United Kingdom, pound
HKD - Hong Kong, dollar
ITL - Italy, lire
JPY - Japan, yen
SVC - El Salvador, colon

Leave this area blank if you are reporting the amount in Canadian dollars. If you must report amounts in different currencies in respect of the same recipient, use a separate T5 slip for each currency.

Go To RL-3 Button
Clicking on this button will display the RL-3 slip associated with the displayed slip, if an RL-3 exists.

Go To Summary Button
Click on this button to display the T5 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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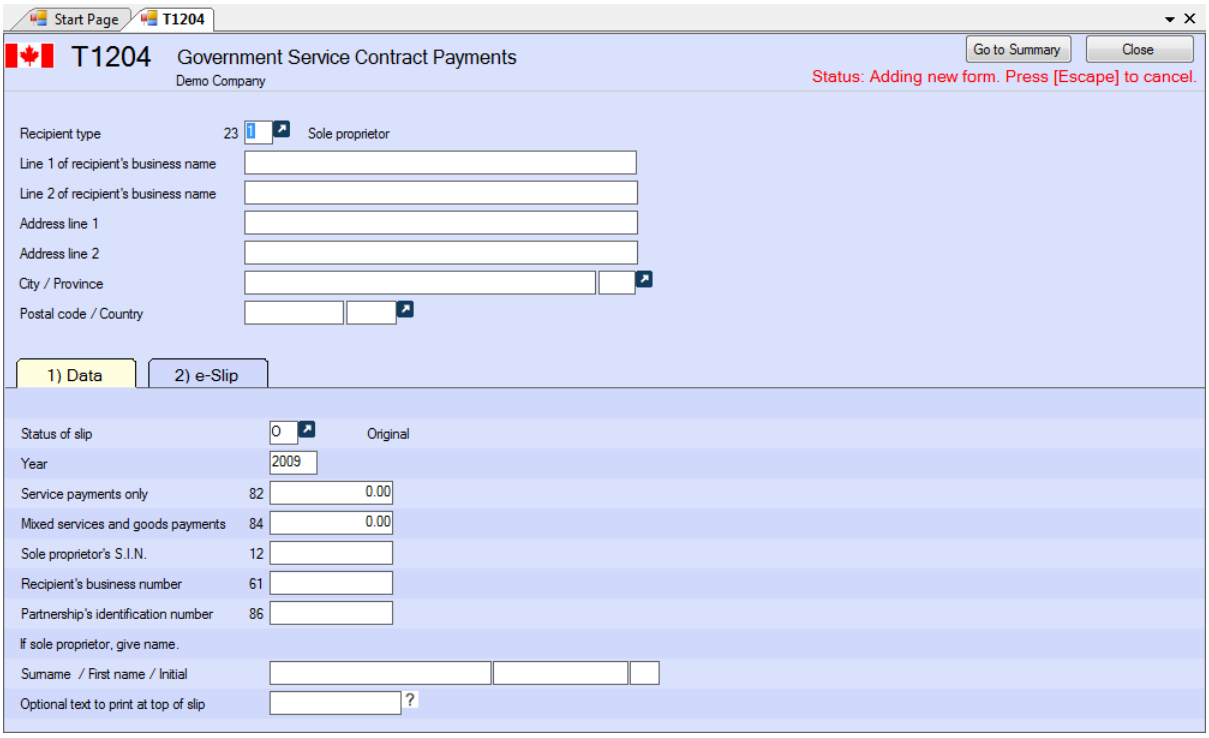
5.16 T1204 Input Window

T4 TimeSaver Basic, Plus & Enterprise Only



Report Code
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Recipient Type Code
Enter one of the following valid codes to identify the types of recipient:

1 - for an individual, other than a trust;
3 - for a corporation; or
4 - for a trust or a partnership

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Go To Summary Button
Click on this button to display the T1204 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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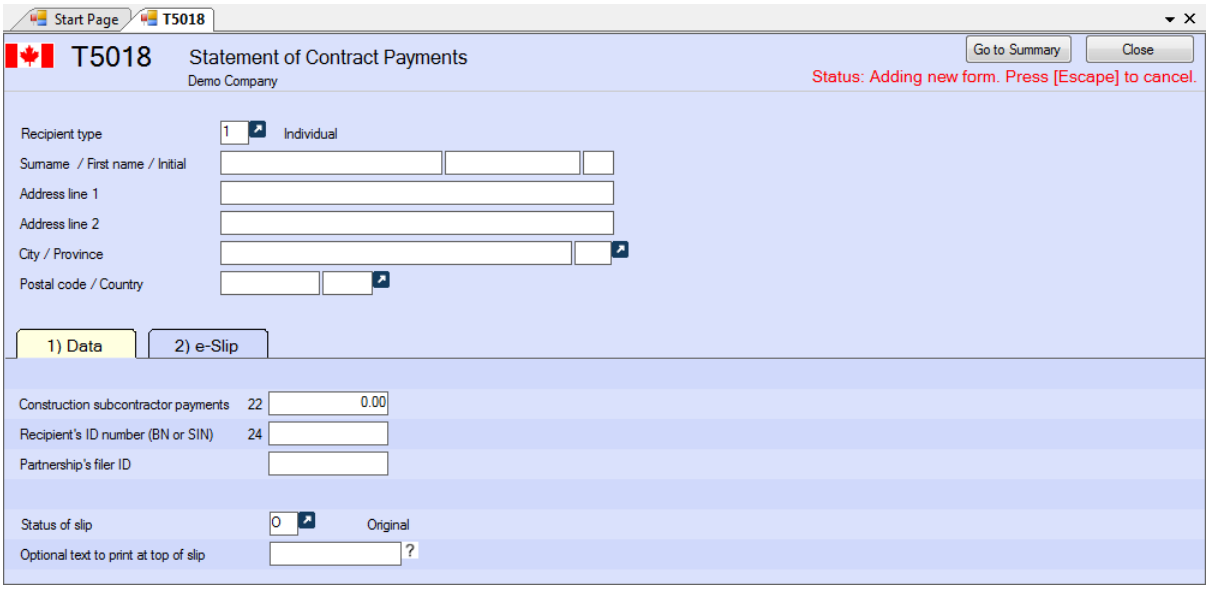
5.17 T5018 Input Window

T4 TimeSaver Basic, Plus & Enterprise Only



Recipient Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Construction subcontractor payments
Enter the total payment received by the subcontractor during the period specified on the T5018 Summary.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Recipient ID Number Validation
If the recipient is an individual, enter the recipient’s Social Insurance Number (S.I.N.). For interest credited to a joint account, enter the S.I.N. of only one of the individuals. If the recipient is not an individual, enter the first nine digits of the recipient’s business number, if available. The T4 TimeSaver will check the validity of the S.I.N. entered and display a warning if it is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. or business number is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

Go To Summary Button
Click on this button to display the T5018 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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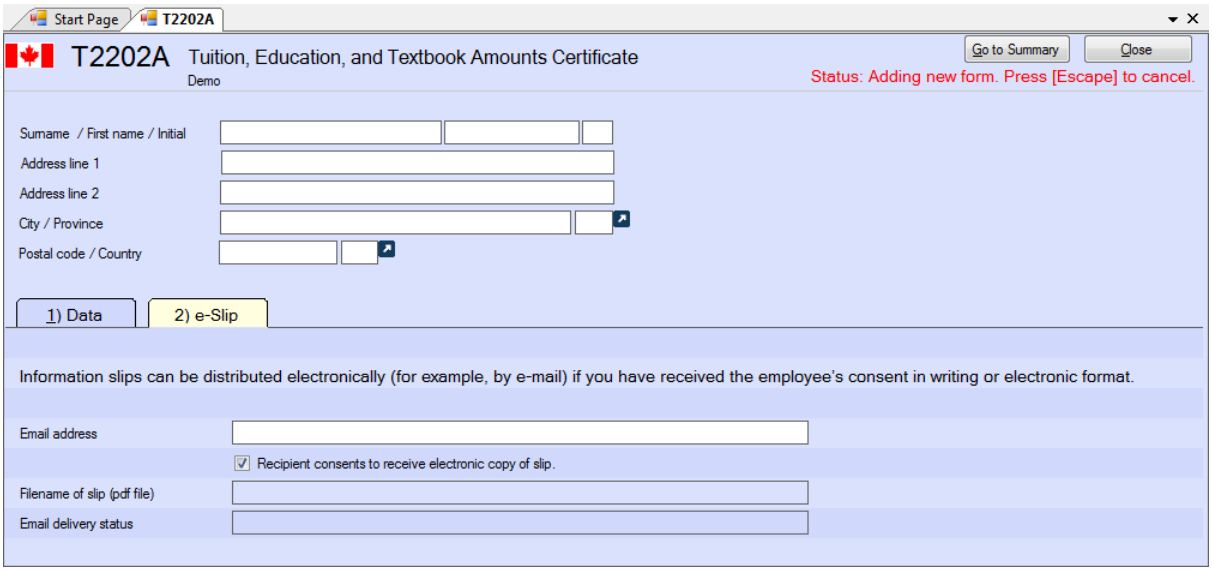
5.18 T2202A Input Window

T4 TimeSaver Basic, Plus & Enterprise Only


Start Page
T2202A
T2202A
Tuition, Education, and Textbook Amounts Certificate
Demo
Go to Summary
Close
Status: Adding new form. Press [Escape] to cancel.
Surname / First name / Initial
Address line 1
Address line 2
City / Province
Postal code / Country
1) Data
2) e-Slip
Information slips can be distributed electronically (for example, by e-mail) if you have received the employee's consent in writing or electronic format.
Email address
Recipient consents to receive electronic copy of slip.
Filename of slip (pdf file)
Email delivery status

Recipient Name
The recipient's name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Name of Program or Course
Enter the name of the program or course to which this application applies.

Student Number
Enter the student number used to register for the program or course.

Session Periods
Enter the start and finish dates of the course or program.

Eligible Tuition Fees
Enter the fees payed to enroll in the course or program.

Number of Months for:
Enter the number of full time and part time months for the course or program to which this application applies.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To Summary Button
Click on this button to display the T4 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

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e-Slip

Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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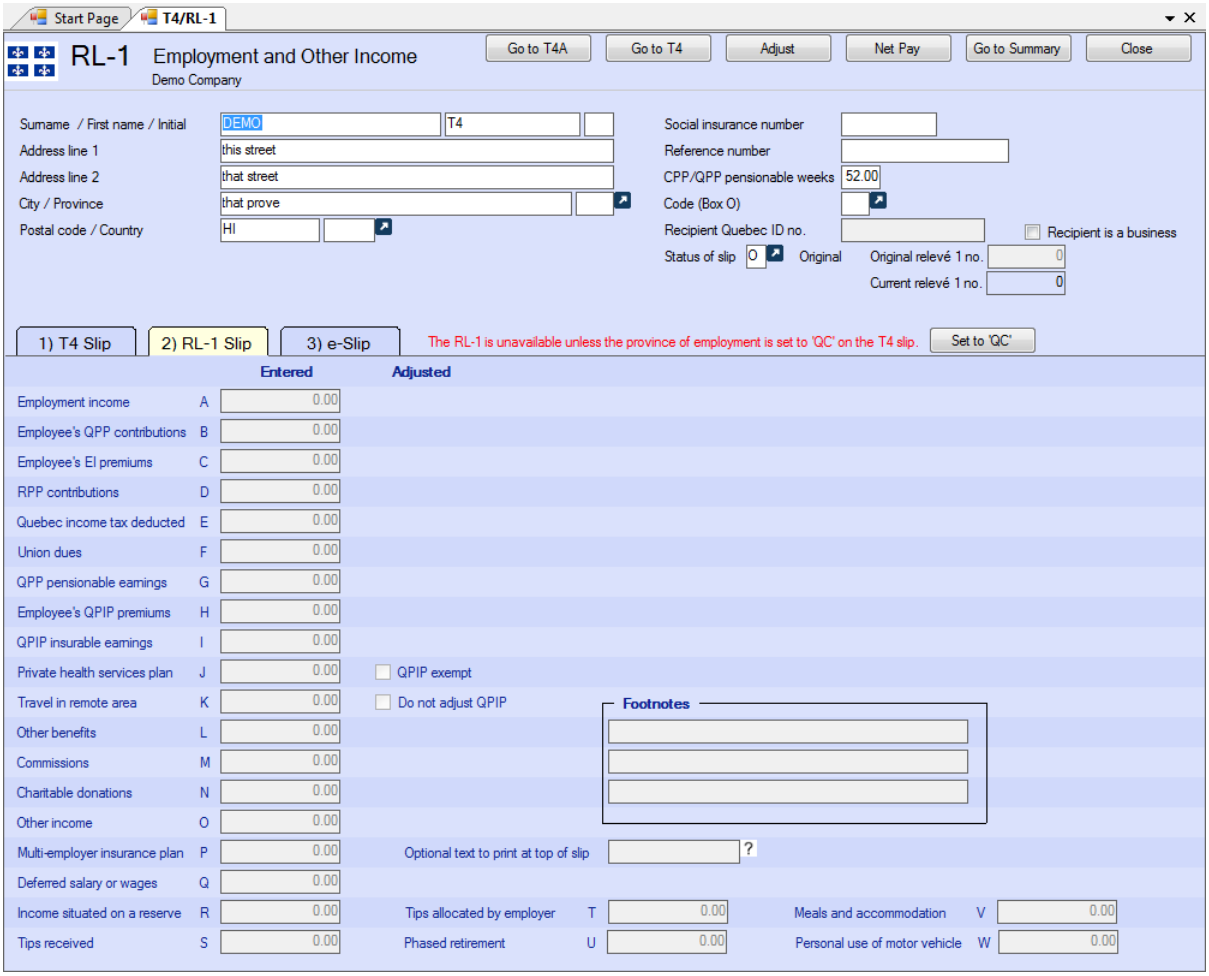
5.19 RL1 Input Window



Employee Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

S.I.N. Validation
T4 TimeSaver will check the validity of the S.I.N. entered and will change the colour of the S.I.N. box to red if the S.I.N. is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

When the edit list or detailed adjustment report is printed or displayed, there will be an asterisk beside any invalid S.I.N. values.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by MRQ. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen. (Note: "Status of Slip" designations used on the RL-1 differ from the MRQ guidelines. This will be addressed in a subsequent release of T4 TimeSaver but will not result in errors for RL-1 submissions made using the current version of the software.)

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Original Relevé Number
Available only if Status of Slip is **Amended**. Enter the number of the original Relevé slip being amended. This number will be printed on the slip and will enable MRQ to correlate the amended slip with the original slip. See **Using Serial Numbers on Relevé Slips** 140 for more information on how Relevé numbers are handled by T4 TimeSaver.

Current Relevé Number
Once a slip has been printed, the **Current Relevé Number** field will contain the number that was printed in the upper right-hand corner of the Relevé slip. This is the number that the MRQ will use to refer to this slip in any correspondence and is inaccessible to the user. See **Using Serial Numbers on Relevé Slips** 140 for more information on how Relevé numbers are handled by T4 TimeSaver.

CPP/QPP Pensionable Weeks
If you have selected "Adjust based on number of pensionable weeks" for the CPP/QPP Adjustment Option on the **Adjustment Options** 52 section of the **Company Information** 164, a value must be entered into the input field "CPP Pensionable Weeks". This field will default to 52 or 53 depending on the value entered under Maximum Number of Pensionable Weeks, but you may override this value for specific employees.

QPIP Exempt Box
You may check QPIP box as appropriate for the current employee.

Do not check the QPIP exempt box if you entered an amount in Box G or Box I. Check QPIP exempt only if the earnings were exempt for the entire period of employment.

Do Not Adjust QPIP Box
Check this box to indicate that QPIP on this particular slip should not be adjusted when the slips for this company are adjusted. This allows you to adjust some slips while leaving others as entered.

Other Income
Record other income in the boxes provided at the bottom of the window. The type code of the income should be indicated in the Box field with the corresponding Amounts directly beside. Press F2 or double click the box field to display a list of available codes. See your Tax Guide for a list and description of appropriate type codes.

Optional Text to Print at Top of Slip
Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To T4A Button
Clicking on this button will display the T4A slip associated with the displayed slip, if a T4A exists.

Go To T4 Button
Clicking on this button will display the T4 slip associated with the displayed slip, if a T4 exists.

Adjust Button
Clicking on this button will adjust the displayed slip. The adjustments will be made based on the adjustment options selected for the current company. These adjustments *are not* reflected in the corresponding RL-1 summary, unless all of the slips are adjusted using by **Printing Adjustment Reports** 144.

Net Pay Button
The employee's net pay is calculated and displayed on the screen as you enter data into each box of the RL-1 and may prove useful as an audit check. It will be calculated in one of the two following ways:

Employment Income - Standard Deductions - Other Deductions

or

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Employment Income - Standard Deductions - Taxable Benefits

The Employment Income is the amount entered in Box A. The Standard Deductions are: CPP, QPP, EI, PPIP, Income Tax, Pension Plan Contributions, Charitable Donations and Union Dues. Note that the Standard Deduction includes both provincial (Québec) and federal taxes. Taxable Benefits will be the sum of all boxes representing taxable benefits. Other deductions (if there are any) must be entered manually to arrive at the appropriate figure for Net Pay.

You can switch between these two methods of calculating the Net Pay by clicking on the **Net Pay** 57 button and then selecting the appropriate option. You can also check the "Don't display net pay" to remove this information from the display.

Go To Summary Button
Click on this button to display the RL-1 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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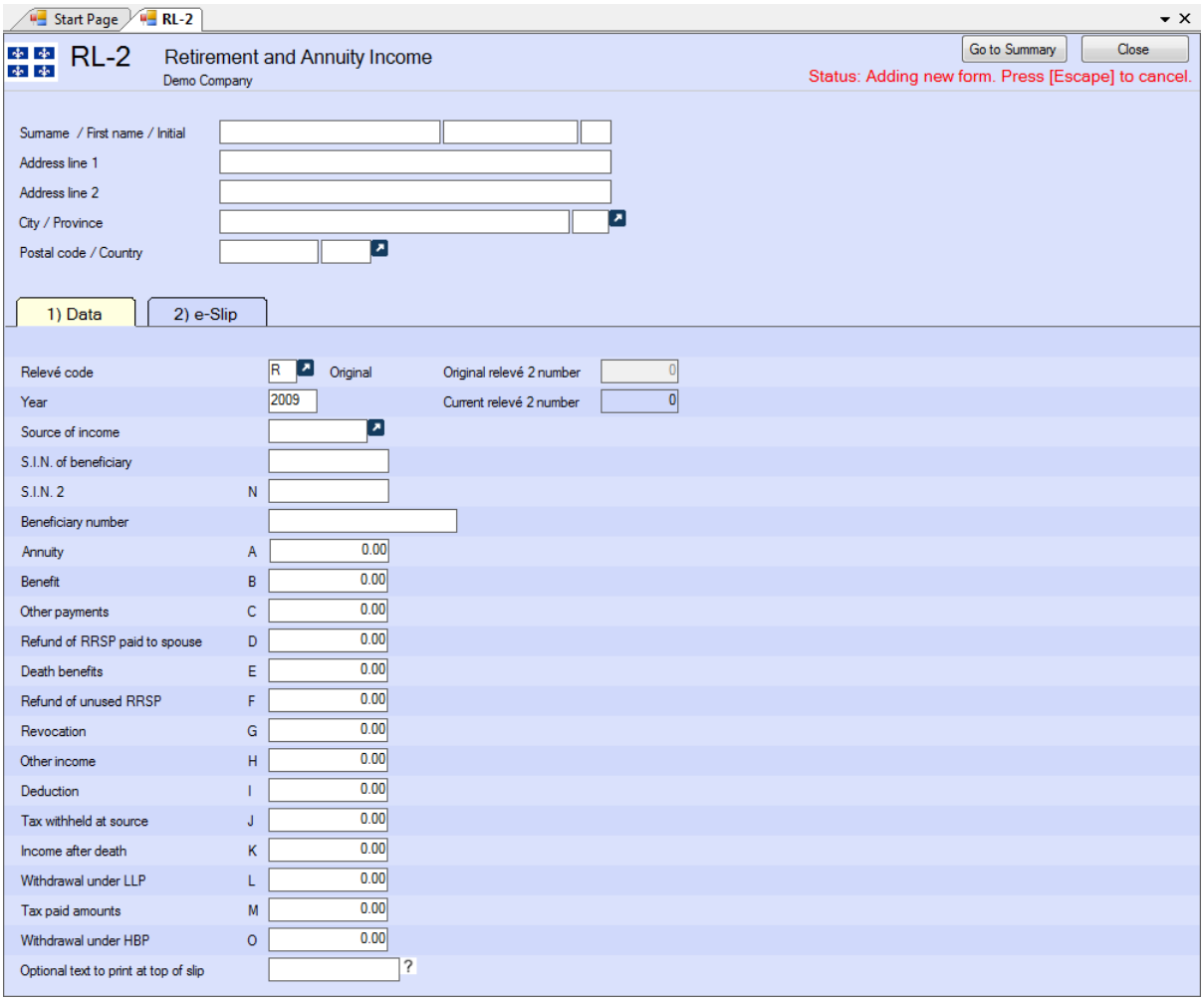
5.20 RL2 Input Window

T4 TimeSaver Basic, Plus & Enterprise Only



Recipient Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Relevé Code
Select "R" for original (default value), "A" for amended or "D" for canceled. This will cause the slip to be labeled appropriately as required by MRQ. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Original Relevé Number
Available only if Status of Slip is **Amended**. Enter the number of the original Relevé slip being amended. This number will be printed on the slip and will enable MRQ to correlate the amended slip with the original slip. See **Using Serial Numbers on Relevé Slips** 140 for more information on how Relevé numbers are handled by T4 TimeSaver.

Current Relevé Number
Once a slip has been printed, the **Current Relevé Number** field will contain the number that was printed in the upper right-hand corner of the Relevé slip. This is the number that the MRQ will use to

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refer to this slip in any correspondence and is inaccessible to the user. See **Using Serial Numbers on Relevé Slips** 140 for more information on how Relevé numbers are handled by T4 TimeSaver.

Source of Income
Double clicking on the field or hitting the F2 key to view the complete list of options.

Go To Summary Button
Click on this button to display the RL-2 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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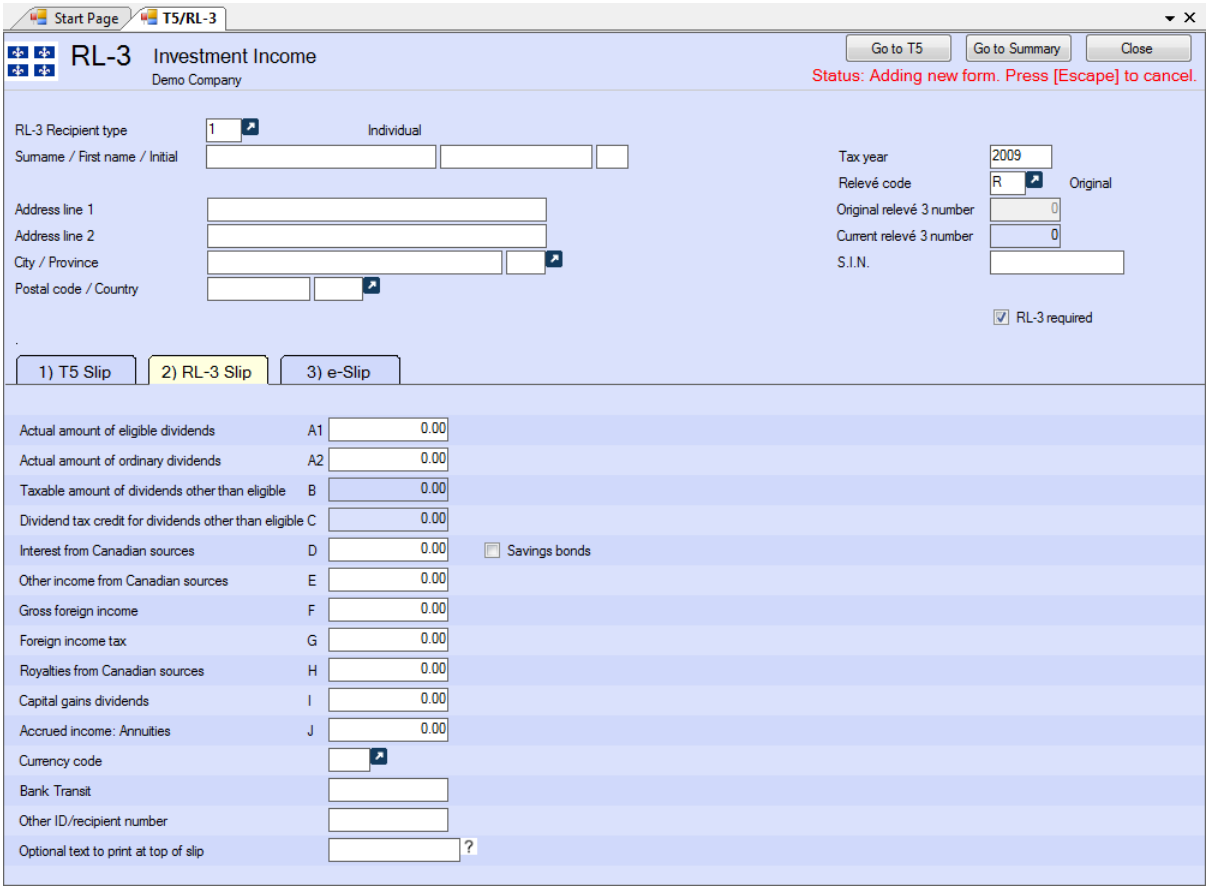
5.21 RL3 Input Window



Recipient Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Relevé Code
Select "R" for original (default value), "A" for amended or "D" for canceled. This will cause the slip to be labeled appropriately as required by MRQ. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Original Relevé Number
Available only if Status of Slip is **Amended**. Enter the number of the original Relevé slip being amended. This number will be printed on the slip and will enable MRQ to correlate the amended slip with the original slip. See **Using Serial Numbers on Relevé Slips** 140 for more information on how Relevé numbers are handled by T4 TimeSaver.

Current Relevé Number
Once a slip has been printed, the **Current Relevé Number** field will contain the number that was printed in the upper right-hand corner of the Relevé slip. This is the number that the MRQ will use to refer to this slip in any correspondence and is inaccessible to the user. See **Using Serial Numbers on Relevé Slips** 140 for more information on how Relevé numbers are handled by T4 TimeSaver.

Go To T5 Button
Clicking on this button will display the T5 slip associated with the displayed slip, if a T5 exists.

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Go To Summary Button
Click on this button to display the RL-3 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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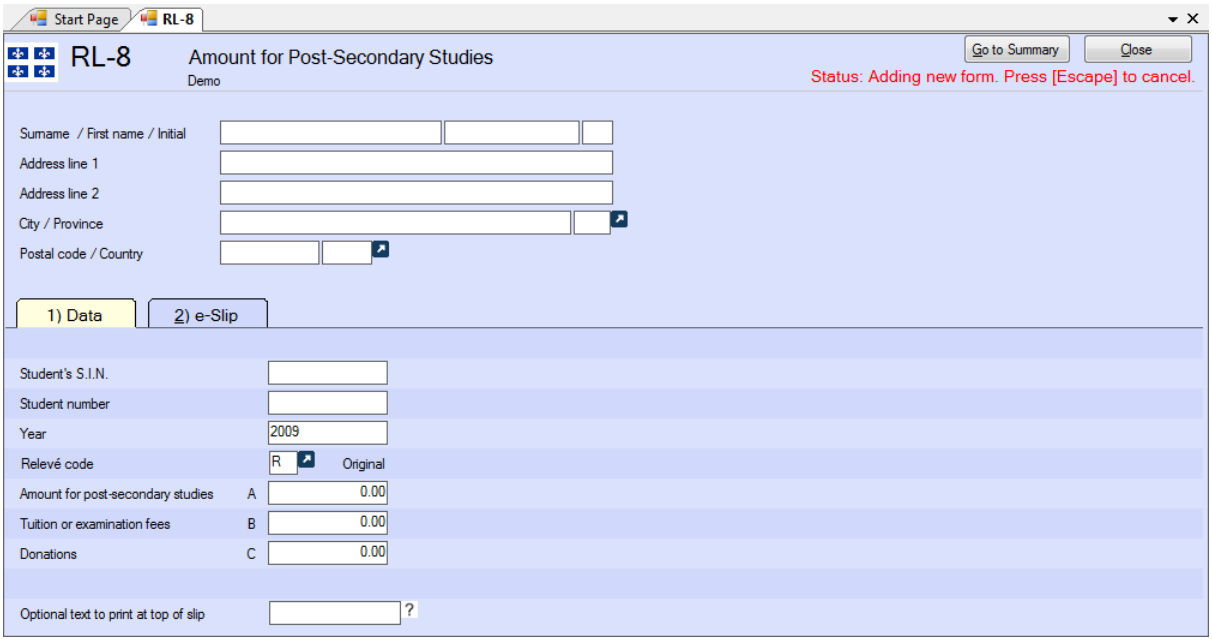
5.22 RL8 Input Window

T4 TimeSaver Basic, Plus & Enterprise Only



Recipient Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Status of Slip
Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by MRQ. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Go To Summary Button
Click on this button to display the RL-8 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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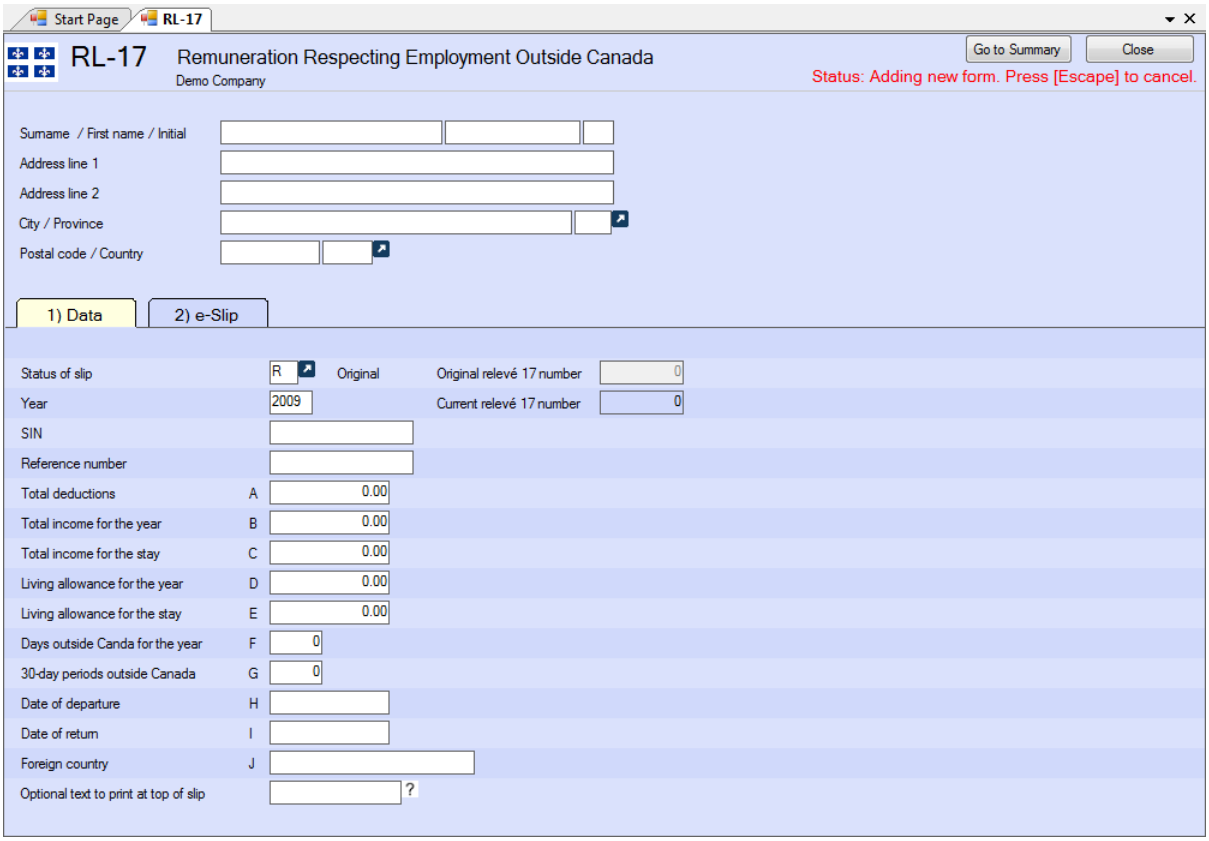
5.23 RL17 Input Window

T4 TimeSaver Basic, Plus & Enterprise Only



Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Status of Slip
Select "R" for original (default value), "A" for amended or "D" for canceled. This will cause the slip to be labeled appropriately as required by MRQ. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Original Relevé Number
Available only if Status of Slip is **Amended**. Enter the number of the original Relevé slip being amended. This number will be printed on the slip and will enable MRQ to correlate the amended slip with the original slip. See **Using Serial Numbers on Relevé Slips** 140 for more information on how Relevé numbers are handled by T4 TimeSaver.

Current Relevé Number
Once a slip has been printed, the **Current Relevé Number** field will contain the number that was printed in the upper right-hand corner of the Relevé slip. This is the number that the MRQ will use to refer to this slip in any correspondence and is inaccessible to the user. See **Using Serial Numbers on Relevé Slips** 140 for more information on how Relevé numbers are handled by T4 TimeSaver.

Go To Summary Button
Click on this button to display the RL-17 Summary for the current employer. The data entry screen for

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the current slip will remain available via a tab beneath the toolbar.

e-Slip

Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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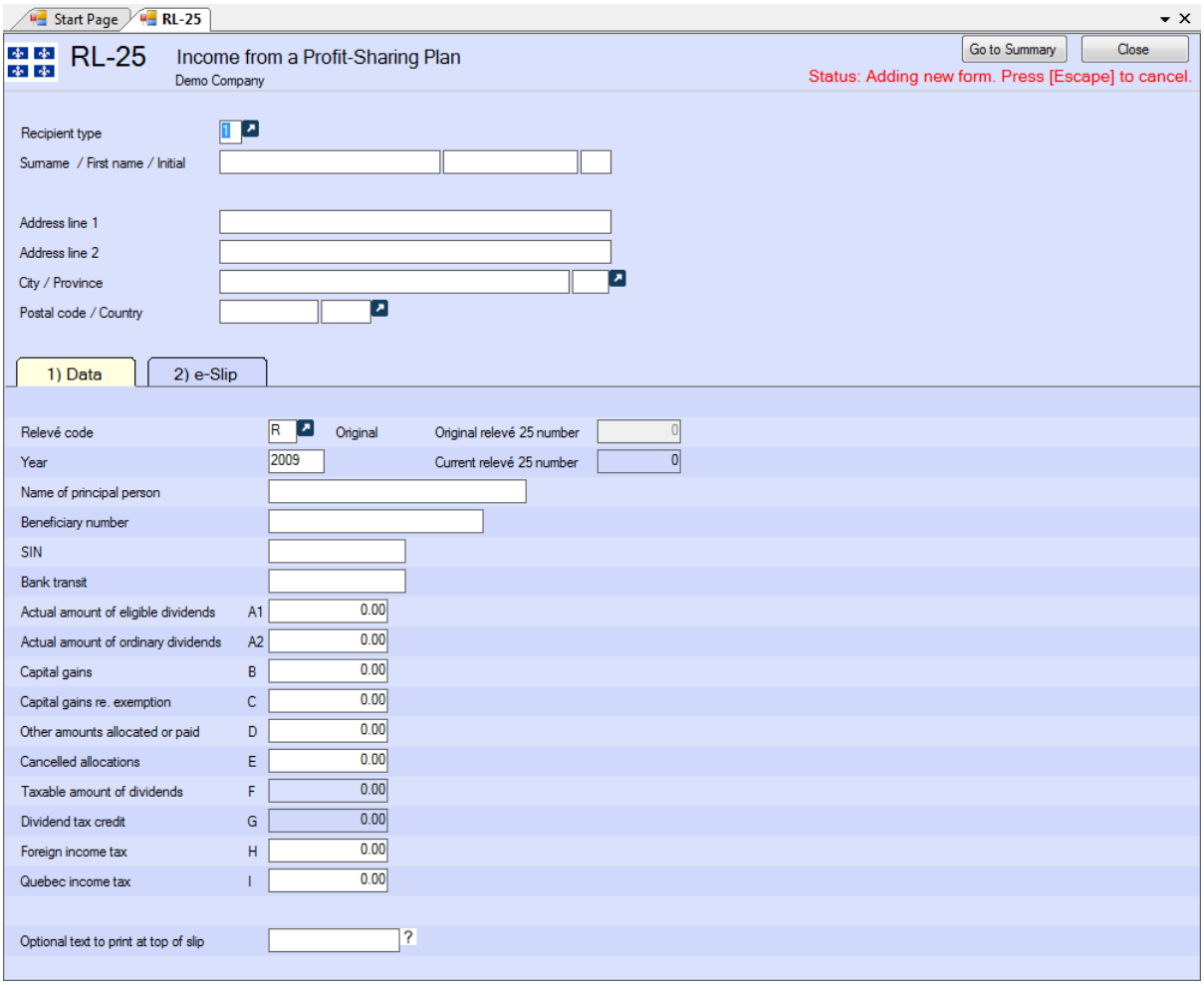
5.24 RL25 Input Window

T4 TimeSaver Basic, Plus & Enterprise Only



Recipient Name
The employee name should be entered with the surname in the first field, first name in the second field and middle initial in the third field.

Recipient Type
Enter one of the following valid codes to identify the type of recipient:

1 - if the beneficiary was an individual
2 - if the beneficiary was a joint account (two individuals)
3 - if the beneficiary was a corporation
4 - if the beneficiary was an association, a trust (fiduciary-trustee, nominee, or estate), a club, a partnership, or other
5 - if the beneficiary was a public body, municipality, or government agency
6 - if the beneficiary was the spouse of the settler or of the deceased

Original Relevé Number
Available only if Status of Slip is **Amended**. Enter the number of the original Relevé slip being amended. This number will be printed on the slip and will enable MRQ to correlate the amended slip with the original slip. See **Using Serial Numbers on Relevé Slips** 140 for more information on how

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Relevé numbers are handled by T4 TimeSaver.

Relevé Code
Select "R" for original (default value), "A" for amended or "D" for canceled. This will cause the slip to be labeled appropriately as required by MRQ. It will also cause the slip to be included or excluded appropriately whenever the “Amended only” or “Originals only” options are chosen.

Go To Summary Button
Click on this button to display the RL-25 Summary for the current employer. The data entry screen for the current slip will remain available via a tab beneath the toolbar.

e-Slip
Refer to e-Slip 63 for information on using the e-Slip tab. This feature is available in T4 TimeSaver Enterprise only.

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Part VI

6 Adjusting T4 & RL-1 Slips

6.1 Making Adjustments to T4 and RL-1s

There are two methods of adjusting T4 and RL-1 slips. The first method is to adjust only the slip for the current employee by using the **Adjust** button on the slip data entry form. The adjustments will be made based on the adjustment options selected for the current company. These adjustments *are not* reflected in the corresponding T4 or RL-1 summary, unless all of the slips are adjusted.

The second method is to adjust all of the employees for the company at once. To do this, select **Adjust/Unadjust T4 Slips** from the **Company** menu. You can skip any individual slips that you may not want to adjust by checking the **Do not adjust CPP-QPP** and/or **EI** box(es). The adjustments will be made based on the adjustment options selected for the current company. In this case the adjustments *are* reflected in the corresponding T4 Summary.

An adjustment report can be produced by selecting **Adjust/Unadjust T4 Slips** from the **Company** menu and clicking **Adjust Slips + Report,** or you can select **Adjustments** from the **T4** submenu of the **Reports** menu. In either case an **Adjustment Report** window will open. See **Printing Adjustment Reports** 144 for further details.

6.2 Reversing Adjustments

Reverse the adjustment on an individual adjusted T4 by clicking the **Unadjust** button on the T4 data entry form. The adjusted CPP, QPP, EI and tax values will be hidden.

The adjustments on all of the slips for the company can be reversed by selecting **Adjust/Unadjust T4 Slips** from the **Company** menu and clicking the **Undo adjustments** button.

6.3 Setting Adjustment Options

The adjustment options for each company are stored with the company profile. Select **Edit Company Information** from the **Company** menu and then click the **Adjustment Options** page. You can make changes to any of the options and also enter the S.I.N. number of the employee to receive the transfer of over remittance of CPP/EI, if you choose.

Use the **T4 Adjustment Defaults** 174 page in the **Setup** 33 menu if you want to set default adjustment options for all new companies. These global default adjustment options will then be applied to each company added to the T4 TimeSaver database.

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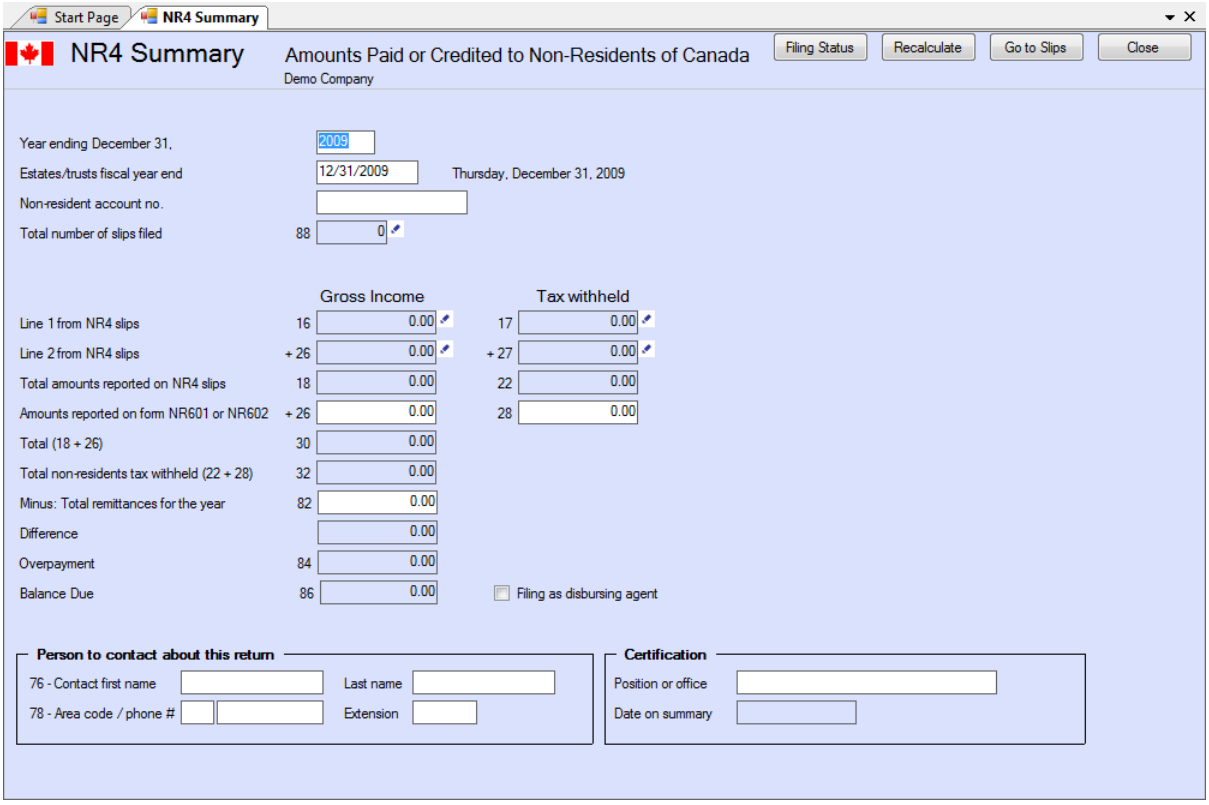
Part VII

7 Entering Summary Form Information

7.1 NR4 Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Non-resident Account Number
Enter the account number under which non-resident tax deductions are remitted. This number has to match the account number shown on the remittance part of Form NR76, Non-Resident Tax - Statement of Account.

Amounts Reported on Form NR601 or NR602
Enter the gross income and the tax withheld.

Remittances
Enter the amount of money already remitted to CRA.

Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 174 page of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

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Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the NR4 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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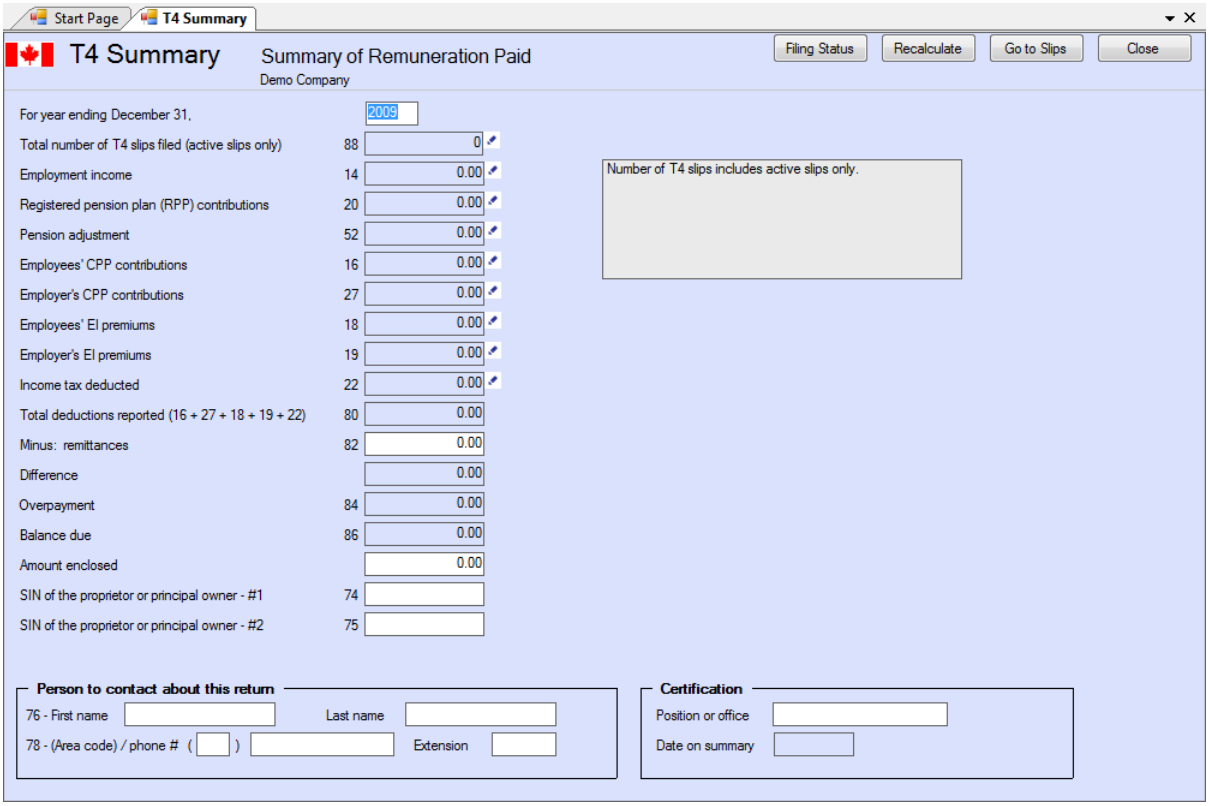
7.2 T4 Summary


Start Page
T4 Summary
T4 Summary
Summary of Remuneration Paid
Demo Company
Filing Status
Recalculate
Go to Slips
Close
For year ending December 31.
2009
Total number of T4 slips filed (active slips only) 88 0
Employment income 14 0.00
Registered pension plan (RPP) contributions 20 0.00
Pension adjustment 52 0.00
Employees' CPP contributions 16 0.00
Employer's CPP contributions 27 0.00
Employees' EI premiums 18 0.00
Employer's EI premiums 19 0.00
Income tax deducted 22 0.00
Total deductions reported (16 + 27 + 18 + 19 + 22) 80 0.00
Minus: remittances 82 0.00
Difference 0.00
Overpayment 84 0.00
Balance due 86 0.00
Amount enclosed 0.00
SIN of the proprietor or principal owner - #1 74
SIN of the proprietor or principal owner - #2 75
Number of T4 slips includes active slips only.
Person to contact about this return
76 - First name
Last name
78 - (Area code) / phone # ( )
Extension
Certification
Position or office
Date on summary

Remittances
Enter the amount of money already remitted to CRA.

Amount Enclosed
Enter the amount to be enclosed with the T4 Summary form.

Adjustment Status
The T4 Summary will reflect the adjusted values as long as all of the employees for the company have been adjusted. If, however, only some of the slips have been adjusted using the Adjust / Unadjust button on the T4 data entry window, the summary will reflect the unadjusted values for all of the employees. This information will appear in the box on the upper right corner of the T4 Summary data entry window.

Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 174 page of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

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Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the T4 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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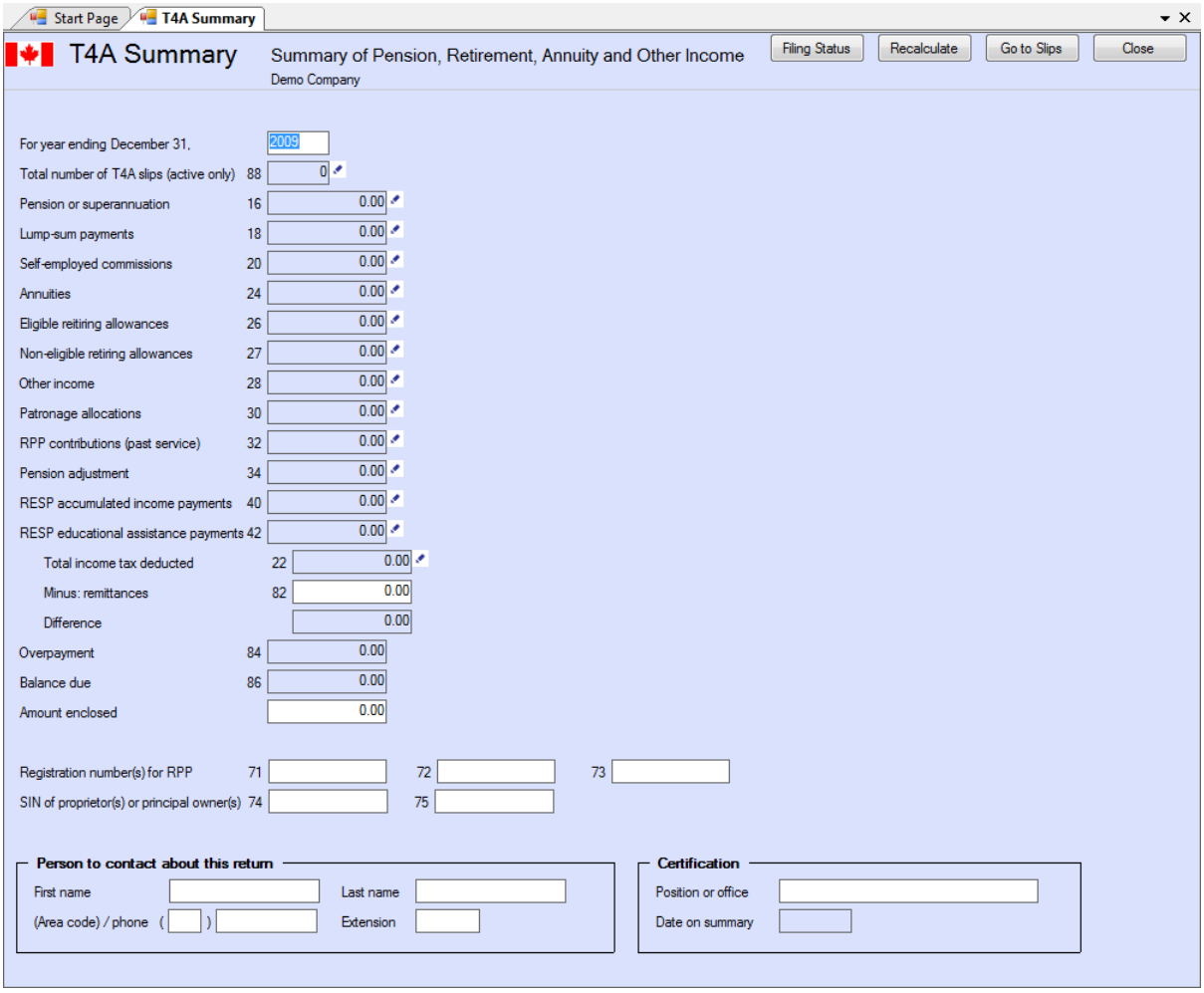
7.3 T4A Summary


Start Page
T4A Summary
T4A Summary
Summary of Pension, Retirement, Annuity and Other Income
Demo Company
Filing Status
Recalculate
Go to Slips
Close
For year ending December 31, 2009
Total number of T4A slips (active only) 88 0
Pension or superannuation 16 0.00
Lump-sum payments 18 0.00
Self-employed commissions 20 0.00
Annuities 24 0.00
Eligible retiring allowances 26 0.00
Non-eligible retiring allowances 27 0.00
Other income 28 0.00
Patronage allocations 30 0.00
RPP contributions (past service) 32 0.00
Pension adjustment 34 0.00
RESP accumulated income payments 40 0.00
RESP educational assistance payments 42 0.00
Total income tax deducted 22 0.00
Minus: remittances 82 0.00
Difference 0.00
Overpayment 84 0.00
Balance due 86 0.00
Amount enclosed 0.00
Registration number(s) for RPP 71 72 73
SIN of proprietor(s) or principal owner(s) 74 75
Person to contact about this return
First name
Last name
(Area code) / phone ( )
Extension
Certification
Position or office
Date on summary

Remittances
Enter the amount of money already remitted to CRA.

Amount Enclosed
Enter the amount to be enclosed with the T4A Summary form.

Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 174 page of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button

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Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the T4A slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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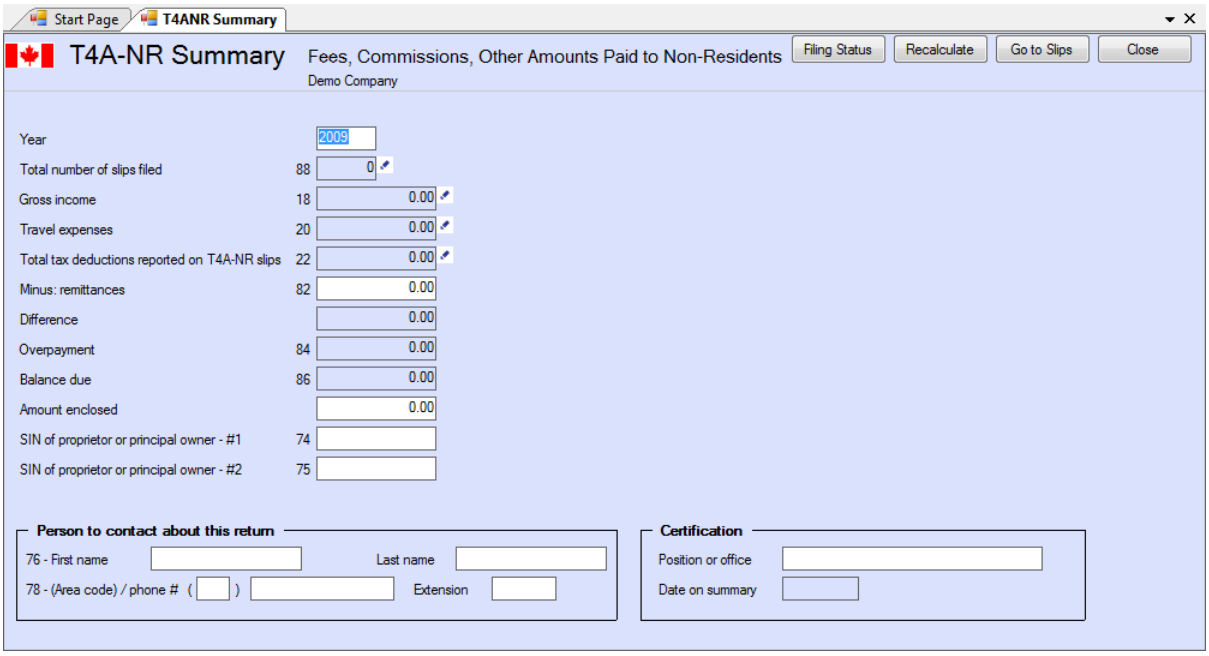
7.4 T4ANR Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Remittances
Enter the amount of money already remitted to CRA.

Amount Enclosed
Enter the amount to be enclosed with the T4A Summary form.

Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 174 page of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

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Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the T4A-NR slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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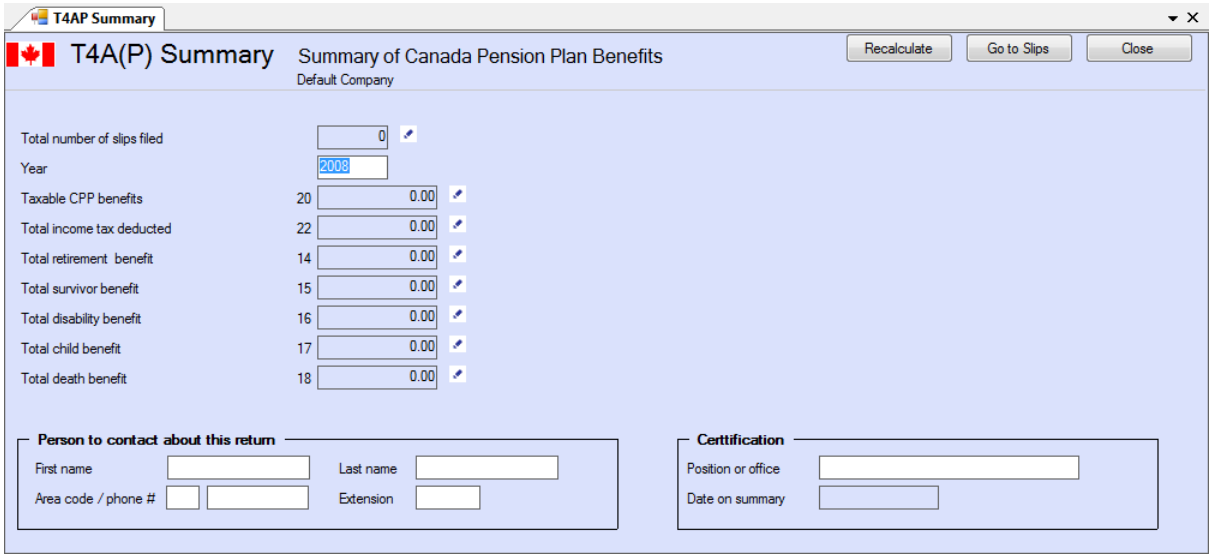
7.5 T4AP Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 174 page of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the T4A(P) slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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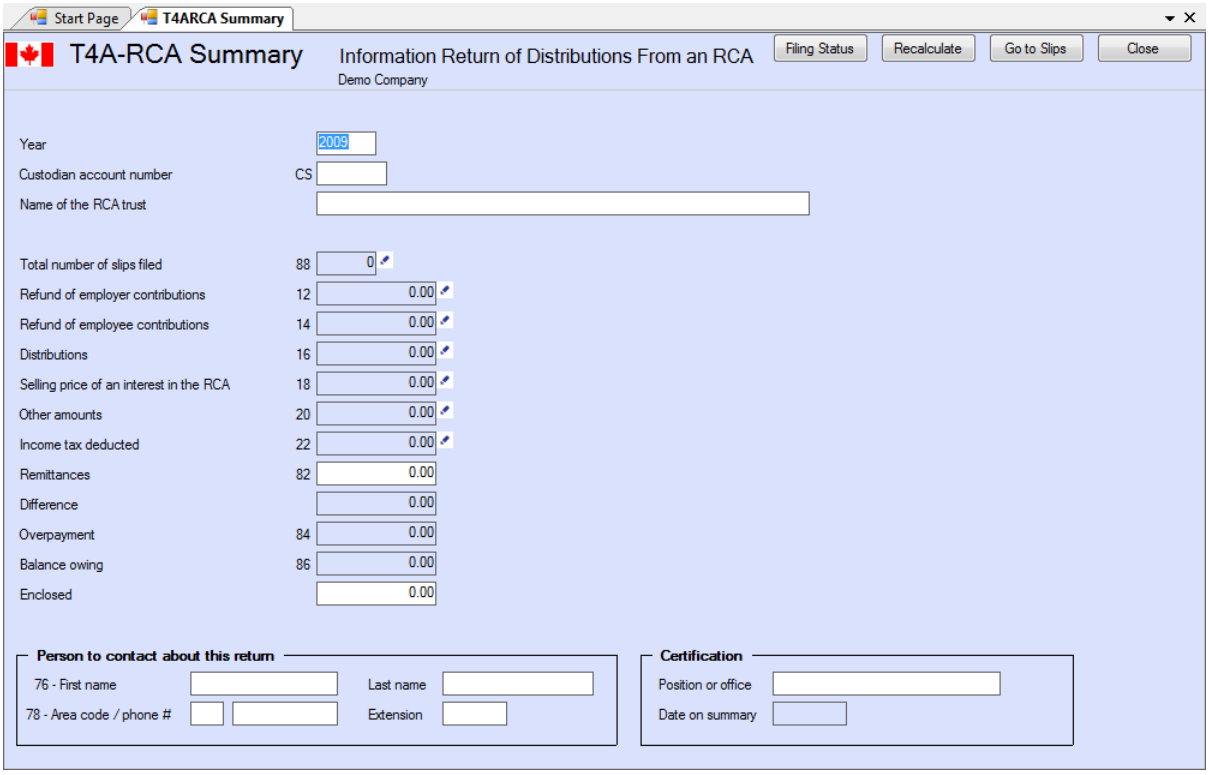
7.6 T4ARCA Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Remittances
Enter the amount of money already remitted to CRA.

Amount Enclosed
Enter the amount to be enclosed with the T4A Summary form.

Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 174 page of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company

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- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the T4A-RCA slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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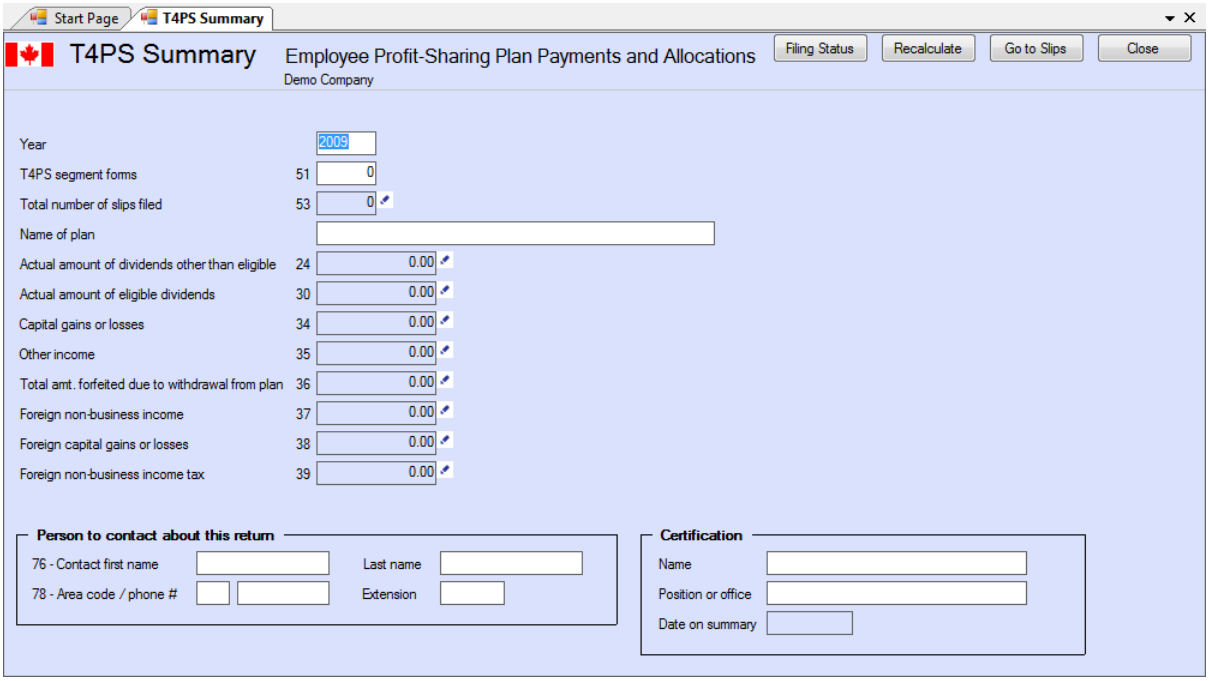
7.7 T4PS Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Year Ending
Enter the year being reported

T4PS segment forms
If you have created segment forms, enter the number here. Segment forms are not required if you are filing electronically.

Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 174 page of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return

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- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the T4APS slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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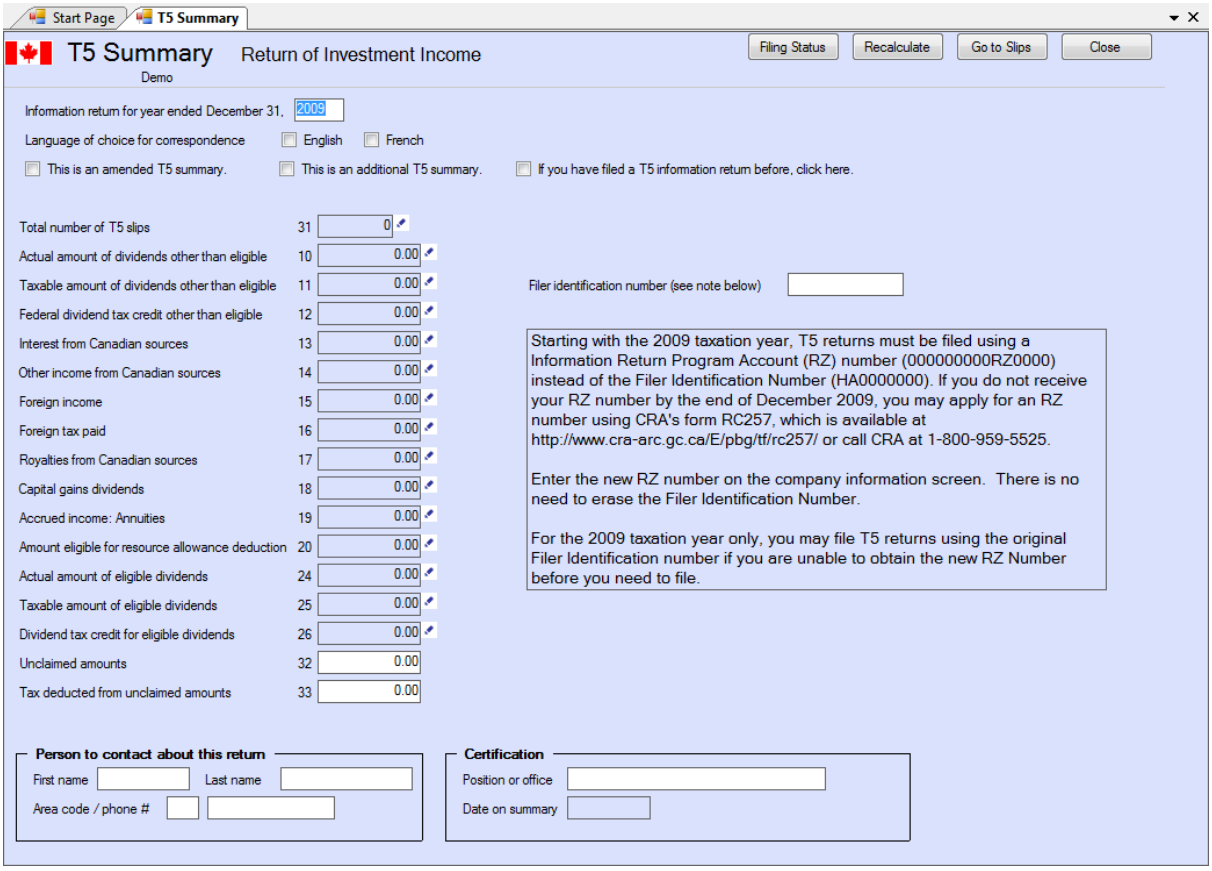
7.8 T5 Summary


Start Page
T5 Summary
T5 Summary
Return of Investment Income
Demo
Filing Status
Recalculate
Go to Slips
Close
Information return for year ended December 31, 2009
Language of choice for correspondence
English
French
This is an amended T5 summary.
This is an additional T5 summary.
If you have filed a T5 information return before, click here.
Total number of T5 slips 31 0
Actual amount of dividends other than eligible 10 0.00
Taxable amount of dividends other than eligible 11 0.00
Federal dividend tax credit other than eligible 12 0.00
Interest from Canadian sources 13 0.00
Other income from Canadian sources 14 0.00
Foreign income 15 0.00
Foreign tax paid 16 0.00
Royalties from Canadian sources 17 0.00
Capital gains dividends 18 0.00
Accrued income: Annuities 19 0.00
Amount eligible for resource allowance deduction 20 0.00
Actual amount of eligible dividends 24 0.00
Taxable amount of eligible dividends 25 0.00
Dividend tax credit for eligible dividends 26 0.00
Unclaimed amounts 32 0.00
Tax deducted from unclaimed amounts 33 0.00
Filer identification number (see note below)
Starting with the 2009 taxation year, T5 returns must be filed using a Information Return Program Account (RZ) number (000000000RZ0000) instead of the Filer Identification Number (HA0000000). If you do not receive your RZ number by the end of December 2009, you may apply for an RZ number using CRA's form RC257, which is available at http://www.cra-arc.gc.ca/E/pbg/tf/rc257/ or call CRA at 1-800-959-5525.
Enter the new RZ number on the company information screen. There is no need to erase the Filer Identification Number.
For the 2009 taxation year only, you may file T5 returns using the original Filer Identification number if you are unable to obtain the new RZ Number before you need to file.
Person to contact about this return
First name
Last name
Area code / phone #
Certification
Position or office
Date on summary

T5 Summary Information
Fill in the year, filer ID number, language choice, and indicate whether it is an amended or additional Summary. Also indicate if you have filed a T5 Summary before. NOTE: If you or your client does not have a Filer ID Number you can call 1 800 959 5525 to obtain one.

T5 Slip Totals
You must enter the unclaimed dividends and interest, and the tax on this unclaimed amount.

Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 174 page of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current

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return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the T5 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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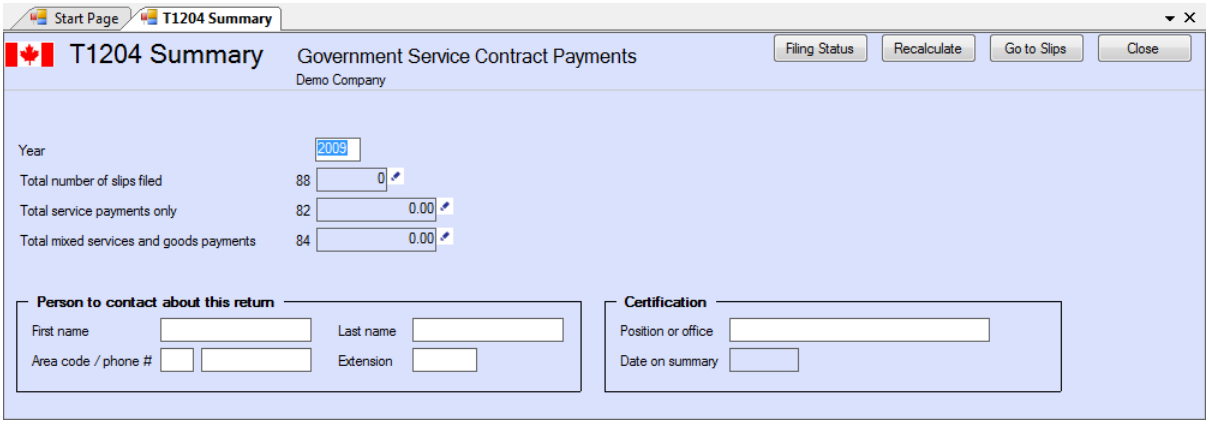
7.9 T1204 Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Person to Contact About this Return

The default contact information entered on the **New Company Defaults** 174 page of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button

Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button

Click on this button to display the T1204 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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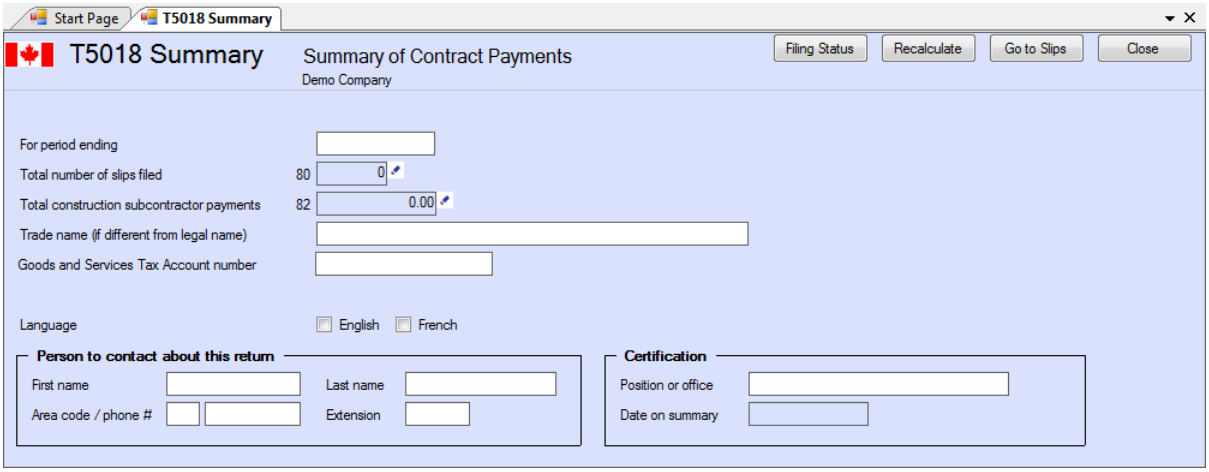
7.10 T5018 Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Period Ending
Enter the date for the end of the period being reported.

Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 174 page of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the T5018 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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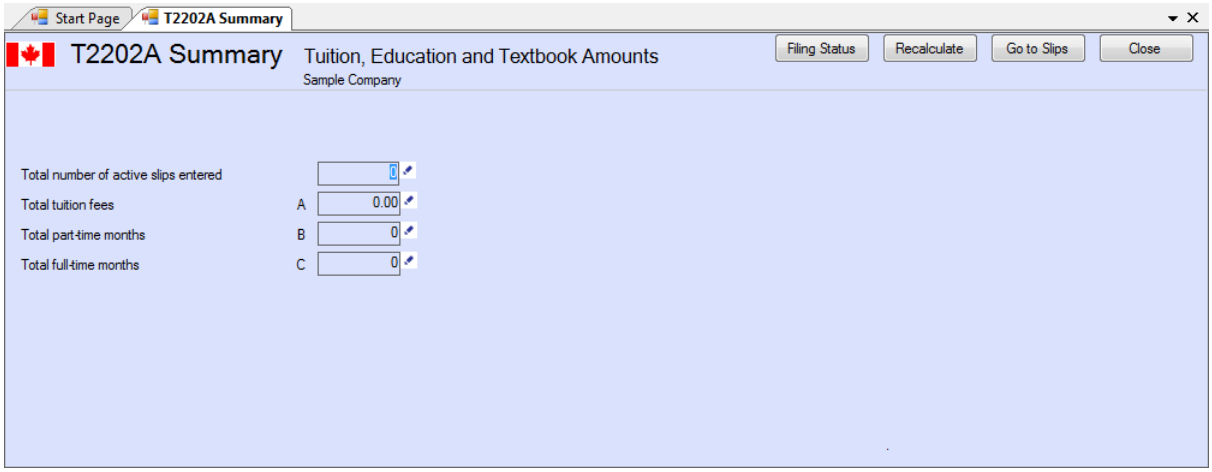
7.11 T2202A Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the T5 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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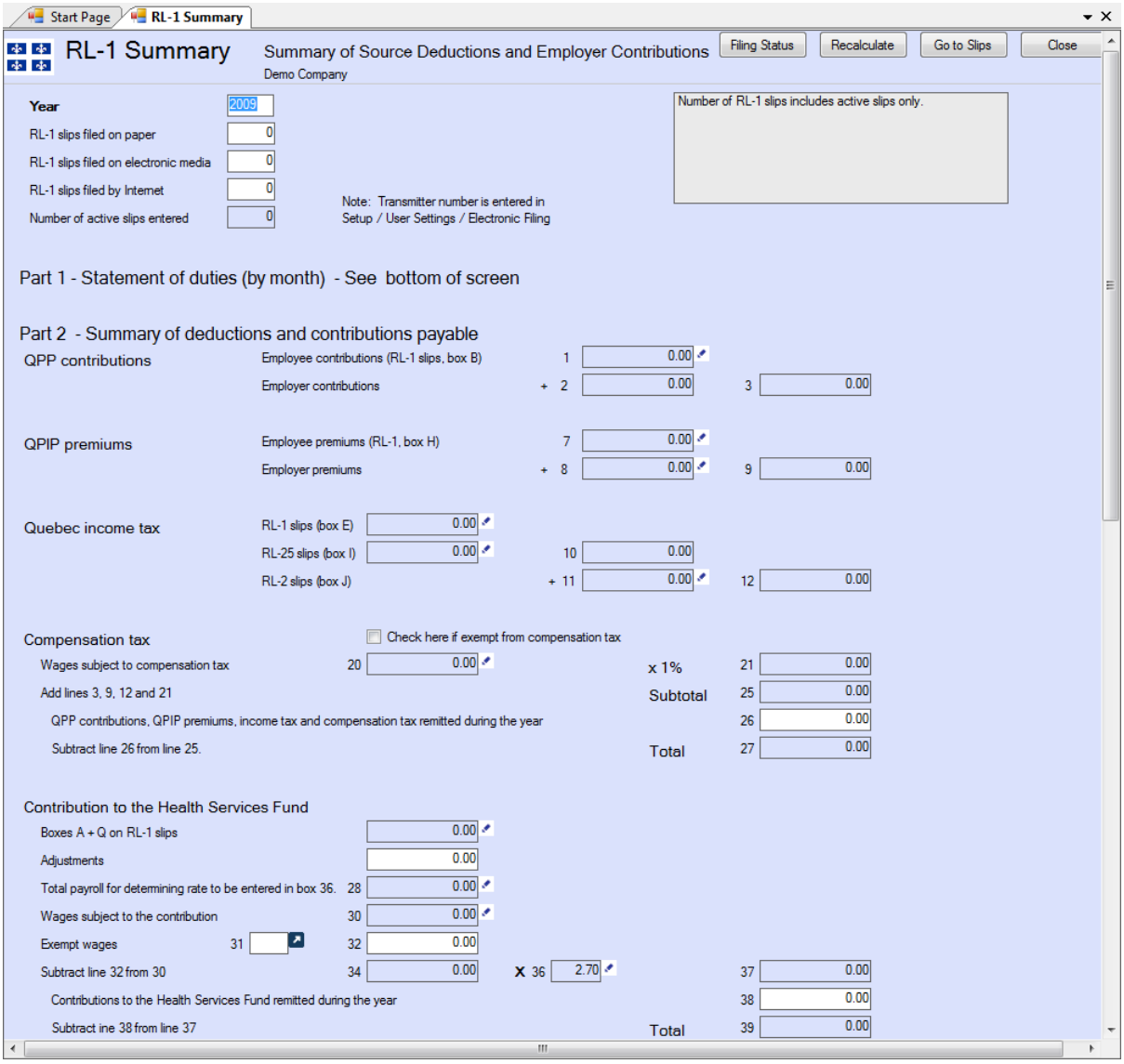
7.12 RL1 Summary


Start Page
RL-1 Summary
RL-1 Summary
Summary of Source Deductions and Employer Contributions
Demo Company
Filing Status
Recalculate
Go to Slips
Close
Year 2009
RL-1 slips filed on paper 0
RL-1 slips filed on electronic media 0
RL-1 slips filed by Internet 0
Number of active slips entered 0
Number of RL-1 slips includes active slips only.
Note: Transmitter number is entered in Setup / User Settings / Electronic Filing
Part 1 - Statement of duties (by month) - See bottom of screen
Part 2 - Summary of deductions and contributions payable
QPP contributions
Employee contributions (RL-1 slips, box B) 1 0.00
Employer contributions + 2 0.00 3 0.00
QPIP premiums
Employee premiums (RL-1, box H) 7 0.00
Employer premiums + 8 0.00 9 0.00
Quebec income tax
RL-1 slips (box E) 0.00
RL-25 slips (box I) 0.00 10 0.00
RL-2 slips (box J) + 11 0.00 12 0.00
Compensation tax
Check here if exempt from compensation tax
Wages subject to compensation tax 20 0.00 x 1% 21 0.00
Add lines 3, 9, 12 and 21 Subtotal 25 0.00
QPP contributions, QPIP premiums, income tax and compensation tax remitted during the year 26 0.00
Subtract line 26 from line 25. Total 27 0.00
Contribution to the Health Services Fund
Boxes A + Q on RL-1 slips 0.00
Adjustments 0.00
Total payroll for determining rate to be entered in box 36. 28 0.00
Wages subject to the contribution 30 0.00
Exempt wages 31 32 0.00
Subtract line 32 from 30 34 0.00 X 36 2.70 37 0.00
Contributions to the Health Services Fund remitted during the year 38 0.00
Subtract ine 38 from line 37 Total 39 0.00

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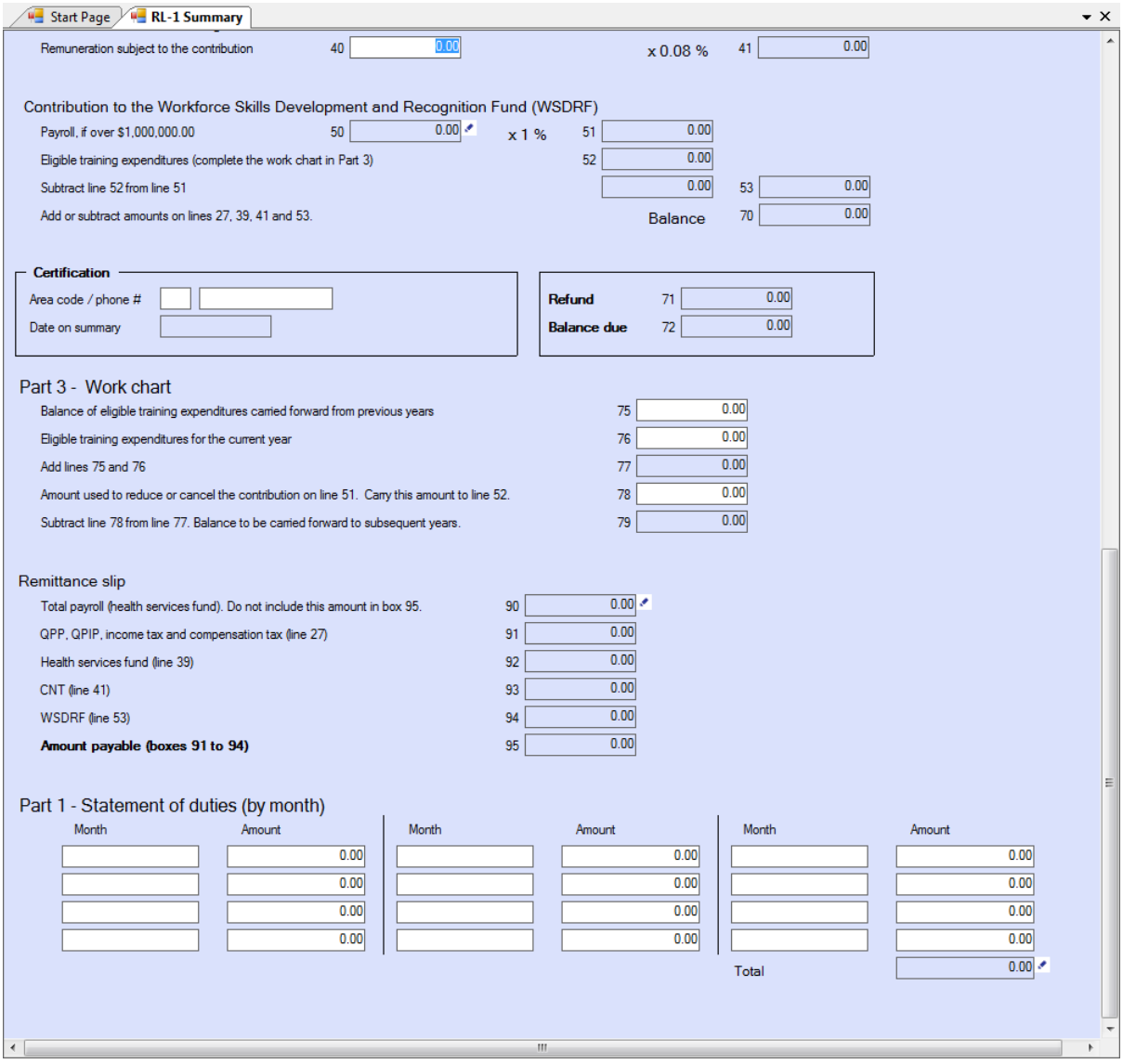
Start Page
RL-1 Summary
Remuneration subject to the contribution 40 0.00 x 0.08 % 41 0.00
Contribution to the Workforce Skills Development and Recognition Fund (WSDRF)
Payroll, if over $1,000,000.00 50 0.00 x 1 % 51 0.00
Eligible training expenditures (complete the work chart in Part 3) 52 0.00
Subtract line 52 from line 51 0.00 53 0.00
Add or subtract amounts on lines 27, 39, 41 and 53. Balance 70 0.00
Certification
Area code / phone #
Date on summary
Refund 71 0.00
Balance due 72 0.00
Part 3 - Work chart
Balance of eligible training expenditures carried forward from previous years 75 0.00
Eligible training expenditures for the current year 76 0.00
Add lines 75 and 76 77 0.00
Amount used to reduce or cancel the contribution on line 51. Carry this amount to line 52. 78 0.00
Subtract line 78 from line 77. Balance to be carried forward to subsequent years. 79 0.00
Remittance slip
Total payroll (health services fund). Do not include this amount in box 95. 90 0.00
QPP, QPIP, income tax and compensation tax (line 27) 91 0.00
Health services fund (line 39) 92 0.00
CNT (line 41) 93 0.00
WSDRF (line 53) 94 0.00
Amount payable (boxes 91 to 94) 95 0.00
Part 1 - Statement of duties (by month)
Month
Amount
Total
0.00

Filing Status Button

Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button

Click on this button to display the RL-1 slips for the current employer. The data entry screen for the

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current summary will remain available via a tab beneath the toolbar.

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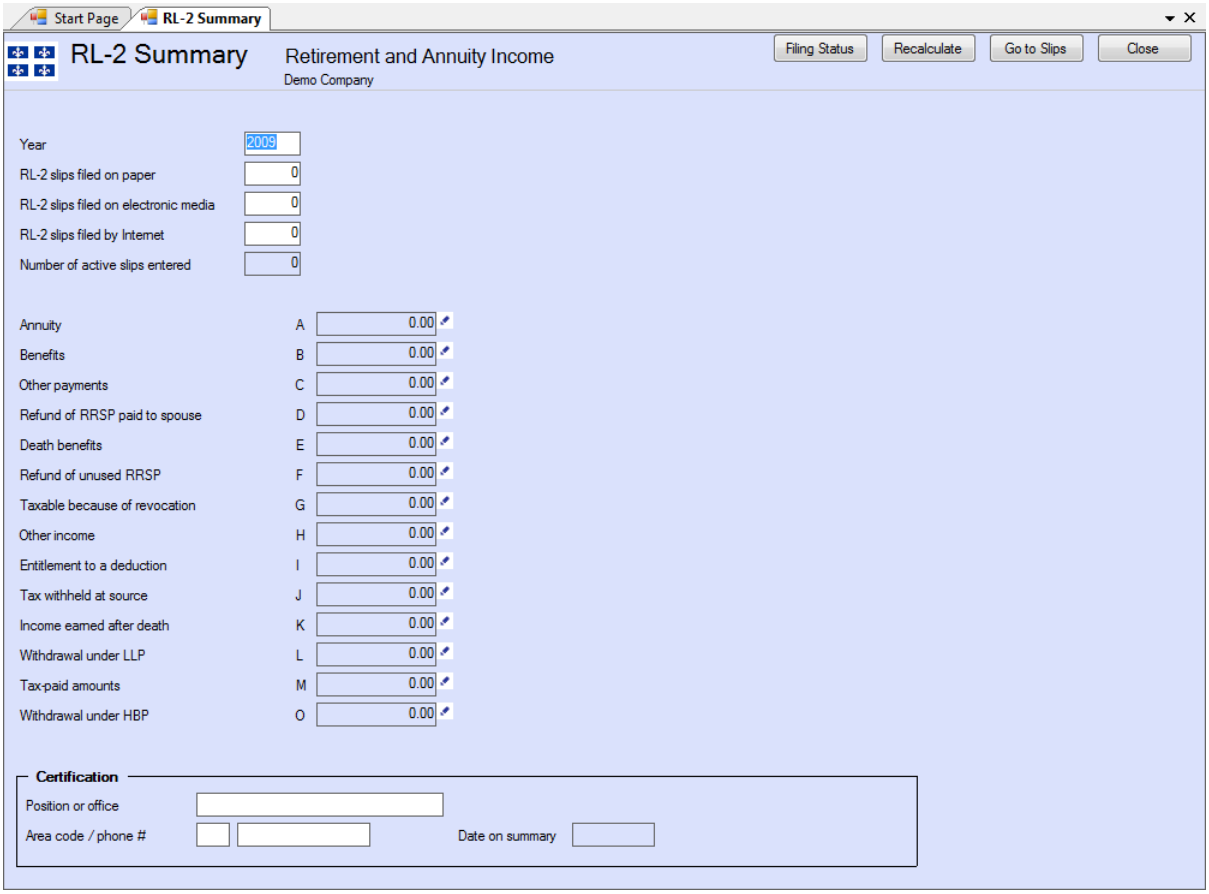
7.13 RL2 Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button

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Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the RL-2 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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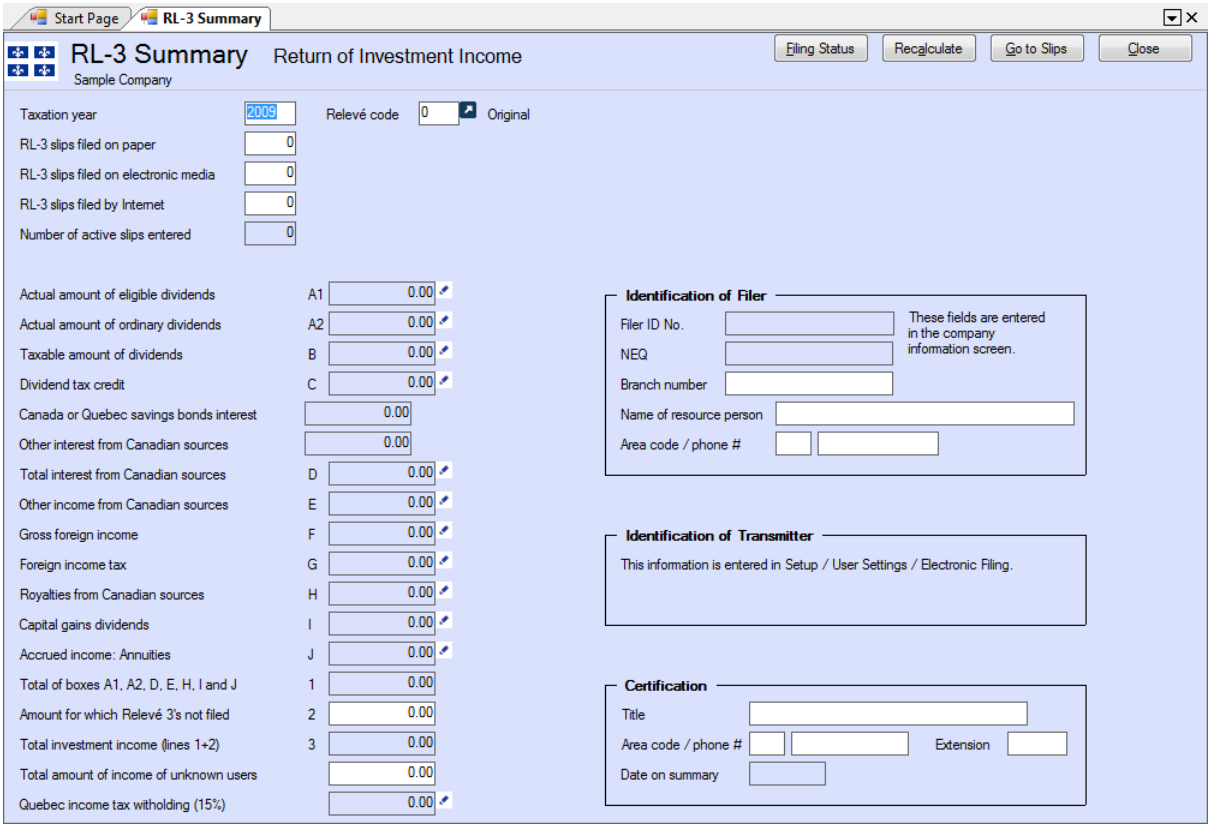
7.14 RL3 Summary



Identification of Filer
The information entered serves to identify the filer of the return.

Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

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Go to Slips Button
Click on this button to display the RL-3 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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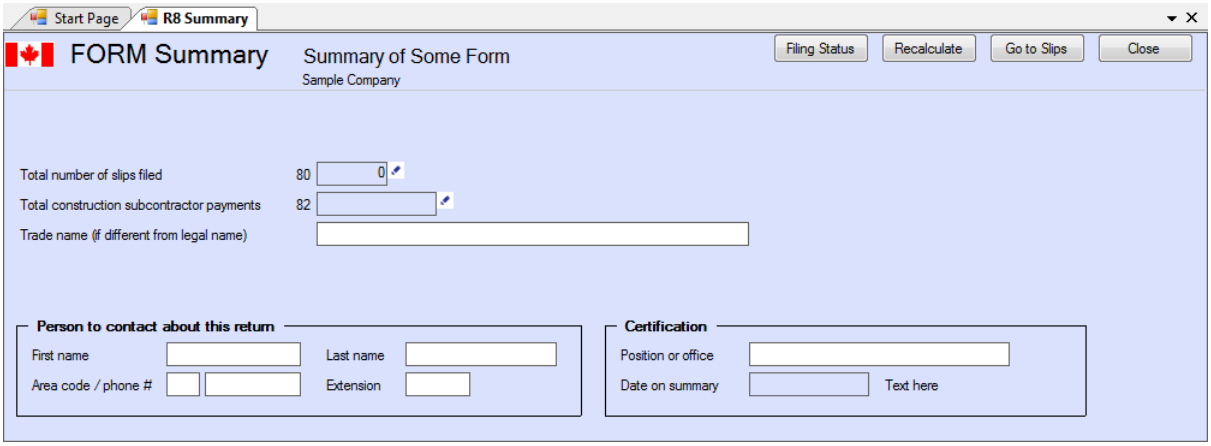
7.15 RL8 Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Person to contact about this return
The default contact information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the RL-8 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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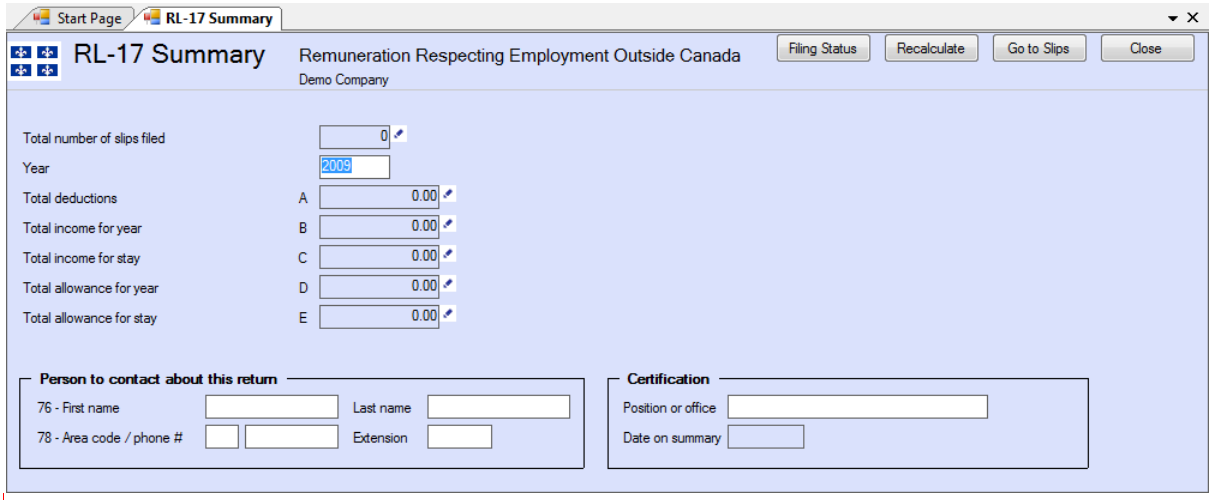
7.16 RL17 Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Person to Contact About this Return
The default contact information entered on the **New Company Defaults** 174 page of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification
The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button
Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company. Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button
Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

Go to Slips Button
Click on this button to display the RL-17 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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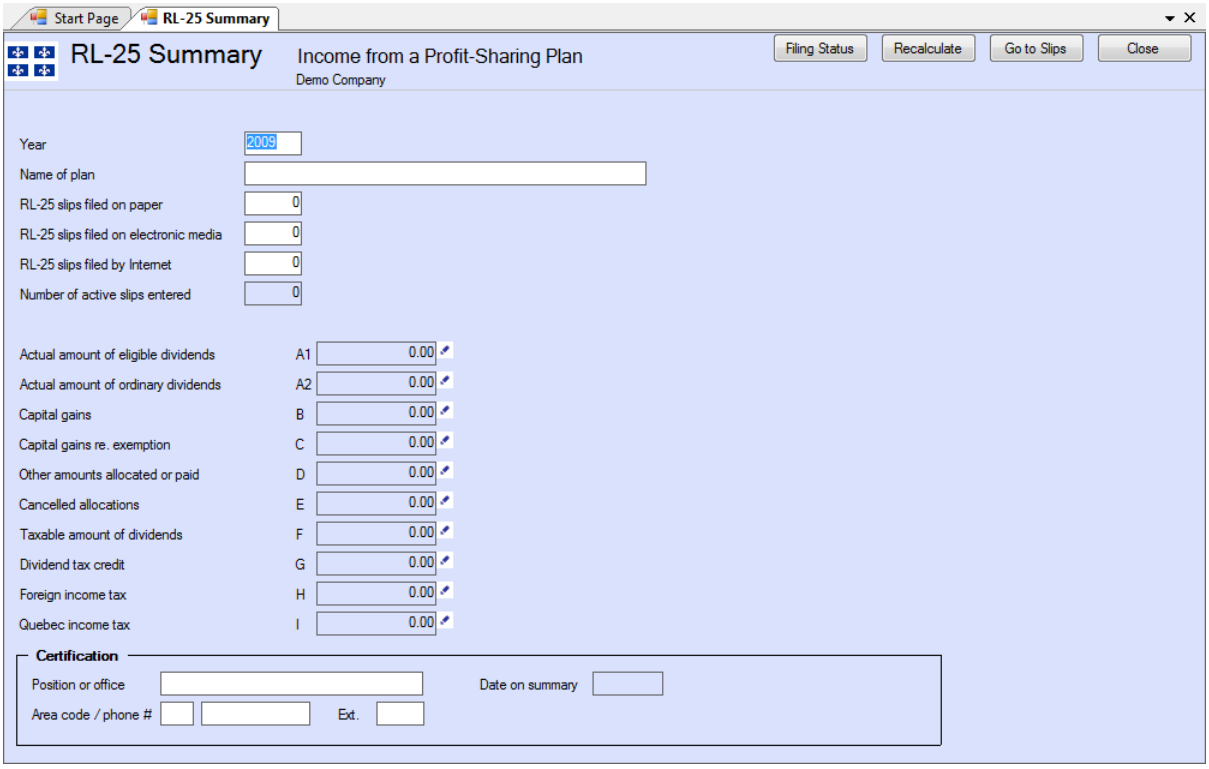
7.17 RL25 Summary

T4 TimeSaver Basic, Plus & Enterprise Only



Certification

The default certification information entered on the **New Company Defaults** 174 tab of the **User Settings** 182 submenu of **Setup** 33 menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the **Printing Summary Reports** 141 screen.

Filing Status Button

Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company.

Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or MRQ

Recalculate Button

Click this button to recalculate all calculated values, this will also return all **overridden** 63 values to their calculated value.

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Go to Slips Button
Click on this button to display the RL-25 slips for the current employer. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

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Part VIII

8 Partnership Forms (Plus & Enterprise Versions Only)

T4 TimeSaver Plus & Enterprise Only

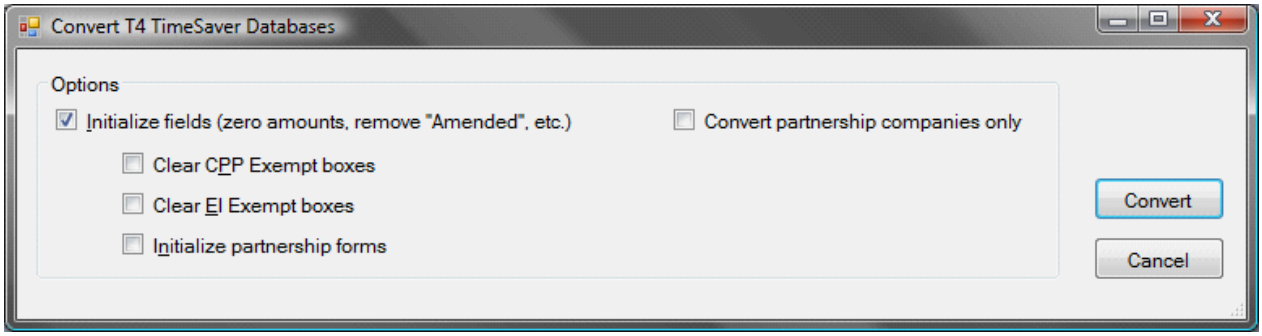
How to Get Data into the Partnership Forms

There are three ways to get data into T4 TimeSaver partnership forms.

a. Convert last year's T4 TimeSaver database
b. Import data from an Excel spreadsheet
c. Enter the data manually

Converting Partnership Data from a T4 TimeSaver Database

Converting partnership data from last year's T4 TimeSaver database is virtually identical to the way you convert other data. The only difference is that you have the option to convert only companies with partnership data. This is useful if you have already converted your databases prior to the February 10, 2009 release which handled partnership forms.



Importing Partnership Data from Excel

Importing T5013 slips from an Excel spreadsheet is done in the same way as importing other slips. See the T4 TimeSaver User Manual for general instructions about importing data. For information about the names of the fields used as headers for T5013 slips, see **Headings for T5013** 218 for layout details.

You can import both identification information (names, addresses, etc.) as well as the amounts allocated to the partners for each box. If you import the allocated amounts, the totals will be automatically summed up to the summary and the boxes on the slips will all be overridden so that automatic allocation is suppressed.

If you prefer to enter the totals of the income and expenses on the summary and have T4 TimeSaver allocate the amounts to the partners, you can also do that. Simply do not enter the amounts in the spreadsheet. Then, after the import is complete, enter the total amounts on the summary, and select the method for calculating the partner's share (See "Allocating Amounts from the Summary to the Slips" below).

The boxes in the "Other amounts and information" section of the slips cannot be imported.

Allocating Amounts from the Summary to the Slips

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For partnerships where the income and expenses are allocated to the partners based on a percentage, T4 TimeSaver can automatically calculate the amounts for each partner.

Open the T5013 summary (Forms/Partnership-Federal/T5013 Summary), page 1, and select one of the 3 options in the drop down list *Methods for calculating partner's share (%) of income and expenses*.

The purpose of the allocation method is to determine how T4 TimeSaver calculates each partners' share of the income and expenses entered on the summary. The methods are described below.

Method	Partner's share (%) based on	You must enter these fields
A	The partner's income (or loss) divided by the sum of all partners' income (or loss)	□ Each partner's income (or loss) allocated
P	The percentage you enter on the slip	□ Total net accounting income □ Each partner's % share
U	The partner's partnership units held divided by the sum of all partnership units	□ Total net accounting income □ Each partner's number of units

If you select "P" or "U", you will need to enter the *Total net accounting income to be allocated*. If you select method "A", the *Total net accounting income* will be disabled, but it will be adjusted as you enter the partners' net income allocated on each slip.

Regardless of which method you choose to calculate the partners' share, T4 TimeSaver will automatically allocate each income and expense item entered on the summary to each of the slips according to the percentage, unless the box is overridden on the slips (see "Overriding the Automatic Allocation" below).

Overriding the Automatic Allocation

Depending on the type of partnership, there may be amounts which cannot be allocated to the partners simply on the basis of a percentage. If this is the case, you will need to override the box and enter the amounts manually on each slip.

To do this, go to any one of the slips and double-click the "pencil" image to the right of the box, or click in the box and press F4. The background color of the box will change to aqua and you will be able to enter the desired value in the box. Note that the box will be overridden on all slips for the company.

In the event that you want to override all boxes on the slips, use the "Override all boxes" button at the top of the form.

8.1 T5013

T4 TimeSaver Plus & Enterprise Only

Relationships Between Forms

The Partnership forms are linked together so that information entered on a slip, schedule or summary will flow automatically to the appropriate related form. A simple overview of the relationships between

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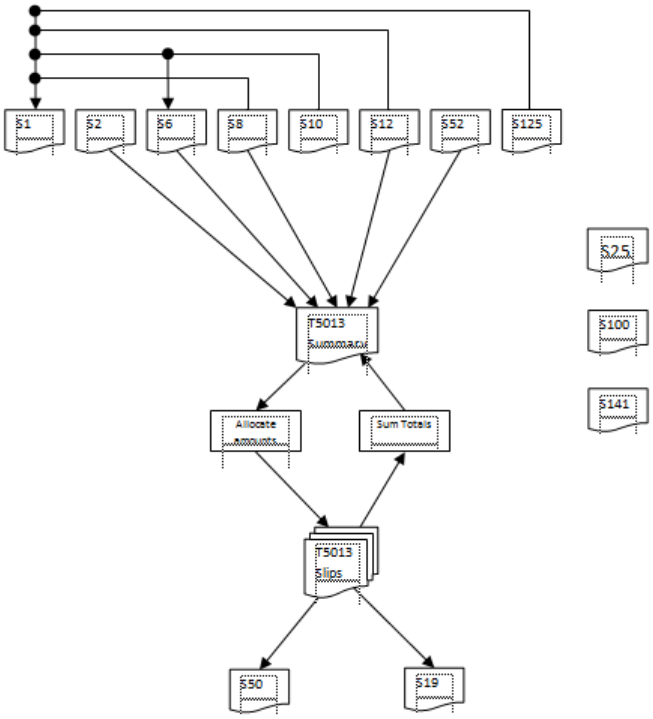
the various forms is presented in the diagram below. Schedules 25, 100 and 141 are included but are independent and used for reporting purposes only.



Relationships between forms

A detailed analysis of the flow of data between forms is given in the table below. Abbreviations are used as follows:

➔ = Data flow (*Source Form* ➔ *Destination Form*)

SOURCE FORM	DESTINATION FORM
Schedule 1	Schedule 1, Line D ➔ Summary Box 20, 21, 22 or 23 (user defined)
Schedule 2	Schedule 2, Section A, Line 103 + Schedule 2, Section B, Line 103 ➔ Summary, Line 103 Schedule 2, Section C, Line 104 + Schedule 2, Section D, Line 104 ➔ Summary, Line 104 Schedule 2, Section E, Line 105 ➔ Summary, Line 105 Schedule 2, Section F, Line 106 ➔ Summary, Line 106 Schedule 2, Lines 103*, 104*, 105*, 106* ➔ Summary, Line 103*, 104*, 105*, 106*
Schedule 6	Schedule 6, Section R ➔ Summary, Line 70 Schedule 6, Section S ➔ Summary, Line 70-2 Schedule 6, Section T ➔ Summary, Line 70-3 Schedule 6, Section U ➔ Summary, Line 70-4 Schedule 6, Section V ➔ Summary, Line 70-17
Schedule 8	Schedule 8, Total Column 10 ➔ Schedule 1, Line 107 Schedule 8, Total Column 11 ➔ Schedule 1, Line 404 Schedule 8, Total Column 12 ➔ Schedule 1, Line 403 Schedule 8, Total Column 12 ➔ Summary, Line 85
Schedule 10	Schedule 10, Section 4 ➔ Schedule 6, Section Q Schedule 10, Section C, Line 12 ➔ Schedule 6, Section V

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	Schedule 10, Section B, Line 11 ➔ Schedule 1, Line108 Schedule 10, Section B, Line 17 ➔ Schedule 1, Line153 Schedule 10, Section A9 ➔ Schedule 1, LineA405
Schedule 12	Schedule 12, Section D, Line 1 ➔ Schedule 1, Line 232 Schedule 12, Section A, Line 9 ➔ Summary, Line 90 Schedule 12, Section A, Line 10 ➔ Summary, Line 96 Schedule 12, Section B, Line 8 ➔ Summary, Line 91 Schedule 12, Section B, Line 9 ➔ Summary, Line 97 Schedule 12, Section C, Line 9 ➔ Summary, Line 92 Schedule 12, Section C, Line 10 ➔ Summary, Line 98 Schedule 12, Section D, Line 1 ➔ Summary, Line 93 Schedule 12, Section E, Line 1 ➔ Summary, Line 94 Schedule 12, Section F, Line 1 ➔ Summary, Line 95
Schedule 52	Summary, Boxes 120, 121, 124, 125, 130, 128, 129, 141, 143, 144, 145, 110
Schedule 125	Schedule 125, Line 9999 ➔ Schedule 1, Section A
T5013 Slip	Summary, Number of T5013 Slips Summary, Number of T5013a Slips Summary, Box 150 – Number Units Acquired Summary, Box 152 – Total Cost Of Units Summary, Box 153 – Limited-Recourse Amounts Summary, Box 154 – At-Risk Adjustment Summary, Box 155 – Other Indirect Reductions Schedule 50, Partner Id Fields, Capital Account Fields, Partner's Share (%) Schedule 19, Non-Resident Partner Name, Address, Etc
T5013 Summary	Slip, Identification Info: Fiscal Period End, Etc. Slip, Amounts Allocated On % Basis Slip, Non-Monetary Values From Other Information

8.2 RL15

T4 TimeSaver Plus & Enterprise Only

This section is in progress. An updated version of the T4 TimeSaver manual will be released upon completion.

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Part IX

9 Producing Reports

9.1 A Note on Using Adobe Reader to Print Reports

Data Prints Outside of Fields on Pre-Printed Forms

When using Preview / Print **Adobe Reader** will be used to print PDF reports. To ensure accurate data placement, you must first turn off all scaling options within Adobe Reader. This will allow the printed reports to meet the requirements of the CRA and MRQ. Failure to do so may result in data printing outside of many fields and cause your submission to be unacceptable by the CRA or MRQ. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this bypasses Adobe Reader.

Follow these steps to turn off scaling in Adobe Reader:

1. Click on the File menu in Adobe Reader
2. Click on the Print option
3. About 2/3 of the way down there is an option referring to page scaling, ensure that this option is set to "None"
4. Data should now fit in the appropriate fields throughout the form

Optimizing Printing Speed

Because T4 TimeSaver produces all reports as PDF files you may find that printing speed sometimes leaves much to be desired. There is no way to improve printing speed when using the Quick Print option (as this uses the PDF printer built into T4 TimeSaver) but several may be available through **Adobe Reader** (depending on the version installed) when using Preview / Print. Following are several tips to improve printing speed from Adobe Reader:

1. Print the document as an image. To do this:
    a. Click on File in Adobe Reader
    b. Click on Print
    c. Click on the Advanced button in the lower left of Adobe Reader's print dialogue
    d. Select the option to "Print as image" and click OK.

2. Reduce the print resolution. To do this:
    a. Click on file in Adobe Reader
    b. Click on Print
    c. Click on Properties in the upper right of Adobe Reader's print dialogue, beside the printer name
    d. The actual location will vary from printer to printer but there should be a setting to change print quality or resolution; ensure that this is set to the lowest setting possible, 300dpi is a good working minimum, most modern printers default to 1200dpi or 600 dpi (the amount of data that the printer must process is reduced by 75% each time dpi is halved)

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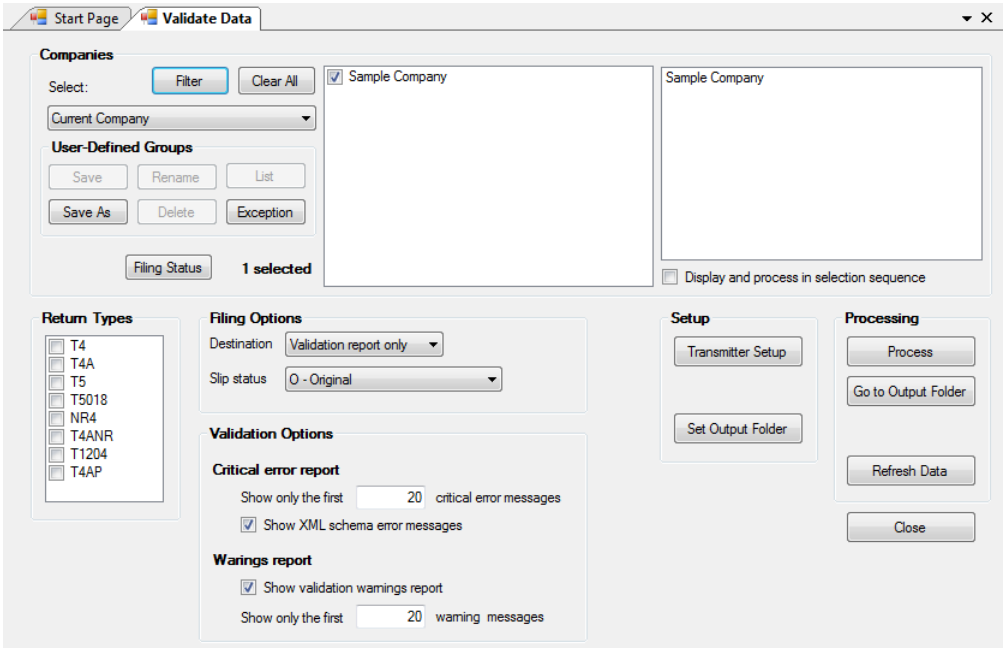
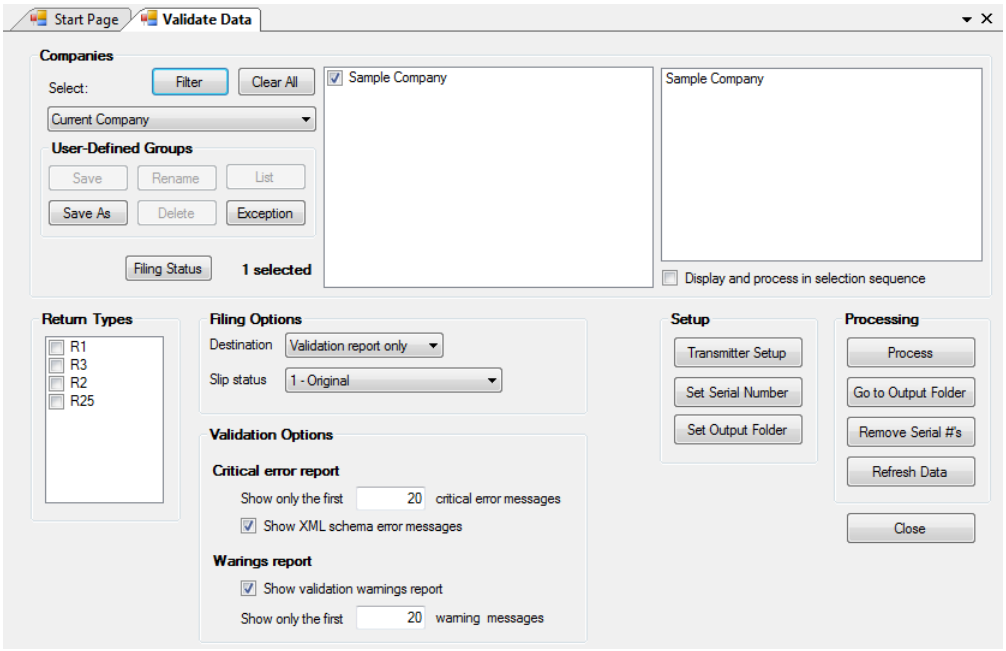
9.2 Validating Data



Validation Report for CRA Submissions



Validation Report for MRQ Submissions

This report will be run automatically when you process returns for electronic filing, or it can be run at any time by selecting **Validate Data Before Filing** from the **Reports** menu. The CRA has strict filing requirements that must be met. The validation procedure will identify any missing or invalid data and allow you opportunity to correct the data before transmitting it.

Select the company or companies and the type of return(s) to be validated. Select “Validation report

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only" to run the validation report on its own, or select a filing method to both validate and create the electronic filing submission at the same time. If the data fails the validation procedure, the filing will be aborted. See **Electronic Filing Preparation** 150 for further information regarding the settings in this window.

Click on Process.

The Critical Error Report will be generated. This report will list the location of missing or invalid data that will cause the data submission to be rejected by the CRA or MRQ

Click the **Warnings** button to view the missing or invalid data that may need to be corrected but will not cause rejection of the submission by CRA or MRQ. Either report can be printed by clicking the **Print** button.

Refresh Data
Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Validating Data window was opened.

Set Output Folder
Allows the user to change the location of the XML submission files. See **File Locations** 179 for further information.

Go to Output Folder
Pressing this button will open the folder that the XML submission files will be stored.

9.3 Printing Slips

Select the desired type of slip from the **Reports** menu. A list of available reports for that type of slip will appear from which you can select the report you wish to print. The option of whether to print two slips per page or three slips per page will be available only when selecting from T4 reports.

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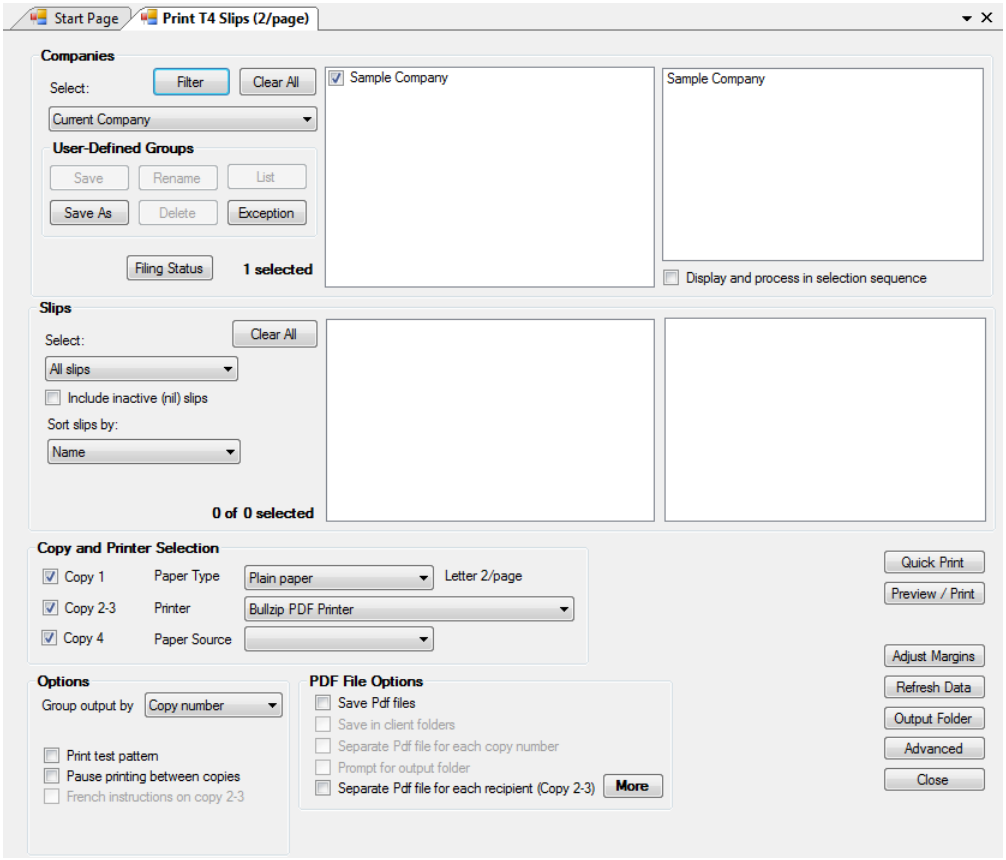

Note: T4 slips will report the unadjusted values for each slip unless all slips have been adjusted. A warning will be given if some slips are adjusted while others are not.

Companies

Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Slips

Select one of the options from the drop-down list:

- All Slips - print all the slips for the selected companies
- Original Slips Only - print only the slips that have not been amended for the selected companies
- Amended Slips Only - print only the amended slips for the selected companies
- Canceled Slips Only - print only the canceled slips for the selected companies
- Selected Slips - print only the selected slips for one selected company

When only one company is selected, the slips that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each name you wish to select to put a check mark in the box and to have the name appear on the list on the right.

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Include inactive (nil) slips
Check this box if you want slips to print for recipients who have no dollar values on the slip.

Sort slips by
Choose the order in which you wish the slips to print from the given options. The options will change, depending on the type of slip to be printed.

Copies
Choose which copies of the slips you wish to print by checking one or more of the boxes. The options will change, depending on the Type of Form you have selected.

Options
Group output by
Choose to group the slips by copy number or by company.

Print test pattern
Check this box if you wish to test alignment settings for the selected form.

French instructions on copy 2-3
Check this box to print recipient filing instructions in French. Available only on forms printing three slips per page.

PDF File Options
Save PDF files
Printing forms, either slips or summaries, always creates a PDF file. If **Save PDF file** is selected, the PDF file will be saved in the indicated file when the Print window is closed. If **Save PDF file** is not selected, the PDF will be deleted when the Print window is closed. This is a system wide setting, the setting selected will be used by all users and for all reports. For T4 TimeSaver Plus, only the administrator may change this selection.

Note: When using **Adobe Reader** to print PDF reports for submission, you must first turn off all scaling options within Adobe Reader to ensure that the printed reports will meet the requirements of the CRA and MRQ. Failure to do so may result in your submission being unacceptable by the CRA or MRQ. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this bypasses Adobe Reader.

Save in client folders
This option is only available when the **Group output by** option has been set to Company. Select this option if you wish to save PDFs in user-assigned client folders. The folder path is stored in the company record. If no folder path has been stored for a company included in the print job, or if the folder is not accessible (eg. it is a network folder and you are not connected to the network), you will be prompted for the folder location even if the **Prompt for each client folder** option is not selected.

Separate PDFs for each copy number
Check this box to create a PDF file for each copy or company selected. Leave unchecked to create a single PDF file. The **Separate PDFs for each copy number** will be selected automatically if **Save in Client folders** has been selected.

Prompt for output folder
Check this box to have the program prompt you for the location of the PDF files to be saved. If you are printing slips for a single company, the folder you choose will be saved and the next time you print the slips for the same company, you will be prompted with the same location. You will be prompted for the output folder regardless of whether a folder has been assigned on the company record.

Quick Print

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Prints the selected slips to the default printer without previewing the PDF. The default printer is set using your Windows Control Panel.

Preview/Print
Creates the slips in PDF format and displays them in Adobe Reader or Adobe Acrobat. The PDF files will be automatically saved according to the PDF File options selected. Press the Print button from within the Adobe preview program to send the slips to the printer.

Refresh Data
Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Print window was opened.

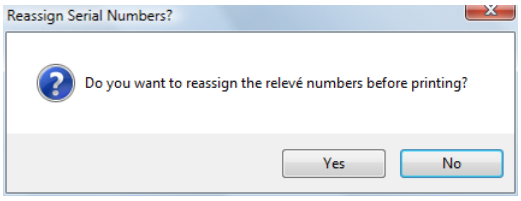
Adjust Margins
Opens the Adjust Margins dialogue, enabling you to reposition the data printed on pre-printed forms to fit within the provided fields. The unit of measure is inches where 0.10 represents 1/10 of an inch. Positive numbers will move the print to the right (horizontally) or down (vertically). Negative numbers will move the print to the left (horizontally) or up (vertically).

Go to Output Folder
Pressing this button will open the folder where the PDF files will be stored.

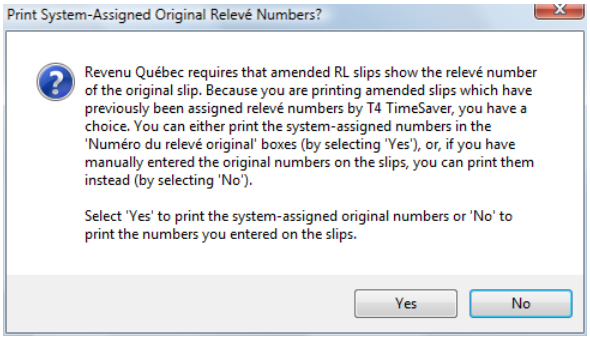
Advanced
Use this button to set advanced print settings.

9.3.1 Using Serial (Relevé) Numbers on RL Slips

Serial number (Relevé numbers) printed on RL-1, RL-2, RL-3, RL-17 and RL-25 slips are assigned sequentially by T4 TimeSaver, from a range supplied to ELM Computer Systems by the MRQ, as slips are printed. Depending on the slip to be printed, its status and the answers you provide you will see one or more of the following dialogues:



The screen above will be displayed when you are re-printing slips (whether original or amended), Clicking on "Yes" will cause T4 TimeSaver to calculate a new serial number for the slip(s) being printed. Clicking on "No" will cause T4 TimeSaver to print the slip(s) using the serial number already assigned. In the case where no serial number exists, T4 TimeSaver will assign the next serial number in sequence.


Print System-Assigned Original Relevé Numbers?
Revenu Québec requires that amended RL slips show the relevé number of the original slip. Because you are printing amended slips which have previously been assigned relevé numbers by T4 TimeSaver, you have a choice. You can either print the system-assigned numbers in the 'Numéro du relevé original' boxes (by selecting 'Yes'), or, if you have manually entered the original numbers on the slips, you can print them instead (by selecting 'No').
Select 'Yes' to print the system-assigned original numbers or 'No' to print the numbers you entered on the slips.
Yes
No

The dialogue above will be displayed when one or more amended slips are included in the slips to be

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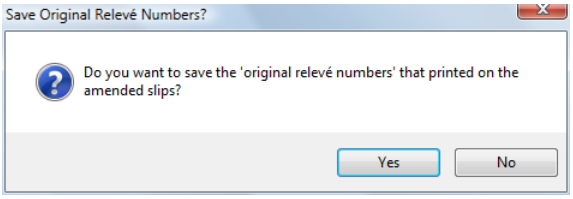
printed. If you answer "Yes" at this dialogue, ***all*** amended slips printed will be assigned a new serial number (as well as any original slip ***not*** already assigned a serial number).

The dialogue below will be displayed ***if*** amended slips have been printed ***and*** you have chosen to re-assign serial numbers to amended slips only:



Answering "Yes" at this dialogue will save the serial number for amended slips in the "Original Relevé Number" field of the slip's data entry screen.

Many Relevé slips will display two serial numbers:

- The top serial number is associated with the magnetic media submission and is assigned when you process the XML output, not when the slips are printed. Setting the starting serial number does not assign the numbers to the slips.
- The bottom serial number is associated with the paper copy and is assigned when the forms are printed

The procedure to ensure that both serial number print correctly on any paper Relevé slips would be to:

- Enter the slips into T4 TimeSaver
- Check for errors in data entry
- Process the electronic filing submission file (This assigns the top serial number)
- Print the slips – this will assign the bottom serial number. Since the XML processing was done first, both serial numbers will print

9.4 Printing Summary Reports

To print the Summary Form to be sent with the slips to CRA, select the appropriate type of summary from the list in the **Reports** menu, and then choose the report from the list of available reports. A dialog box will open which will allow you to select which Summary forms you wish to print and the number of copies you wish to print.

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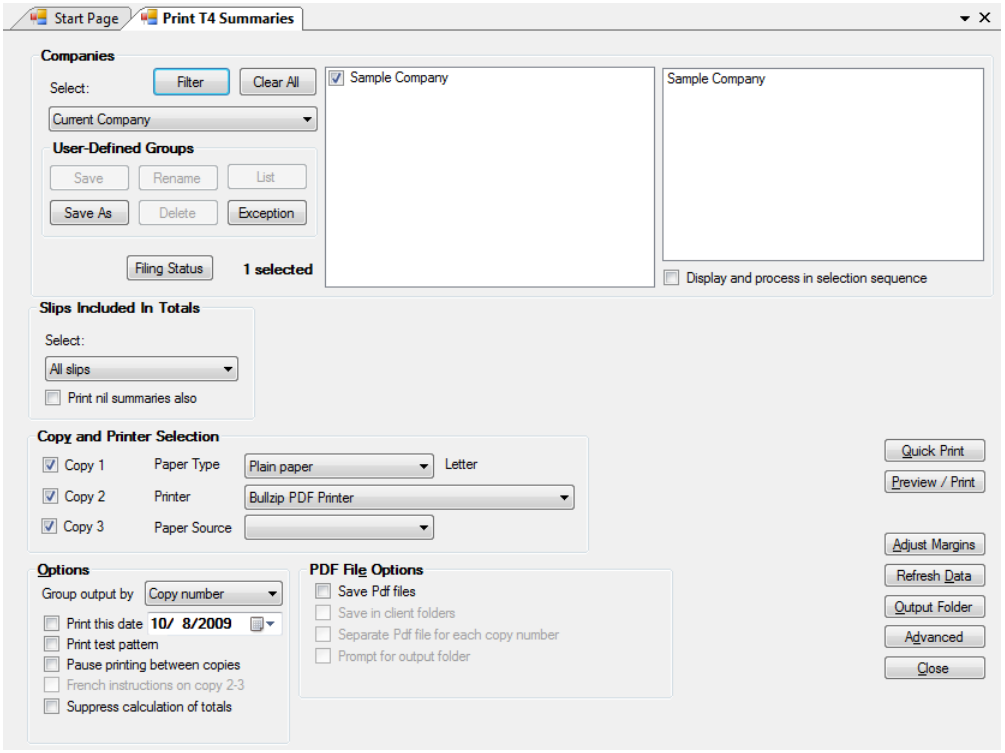

Note: The T4 summary will report the unadjusted values for each slip unless all slips have been adjusted. A warning will be given if some slips are adjusted while others are not.

Companies

Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Slips Included in Totals

Select one of the options from the drop-down list:

- All Slips - print all the slips for the selected companies
- Original Slips Only - print only the slips that have not been amended for the selected companies
- Amended Slips Only - print only the amended slips for the selected companies
- Canceled Slips Only - print only the canceled slips for the selected companies

Options

Group output by

Choose to group the slips by copy number or by company.

Print this date

Check this box and enter the desired date to print the date on the summary automatically.

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Print nil summaries also
Check this option to print inactive (nil) forms. These are summaries that have all dollar values set to zero. These summaries will not print unless this option is checked.

Print test pattern
Check this box if you wish to test alignment settings for the selected form.

French instructions on copy 2-3
Check this box to print recipient filing instructions in French. Available only on forms printing three slips per page.

PDF File Options
Save PDF files
Printing forms, either slips or summaries, always creates a PDF file. If **Save PDF file** is selected, the PDF file will be saved in the indicated file when the Print window is closed. If **Save PDF file** is not selected, the PDF will be deleted when the Print window is closed. This is a system wide setting, the setting selected will be used by all users and for all reports. For T4 TimeSaver Plus, only the administrator may change this selection.

Note: When using **Adobe Reader** to print PDF reports for submission, you must first turn off all scaling options within Adobe Reader to ensure that the printed reports will meet the requirements of the CRA and MRQ. Failure to do so may result in your submission being unacceptable by the CRA or MRQ. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this bypasses Adobe Reader.

Save in client folders
This option is only available when the **Group output by** option has been set to Company. Select this option if you wish to save PDFs in user-assigned client folders. The folder path is stored in the company record. If no folder path has been stored for a company included in the print job, or if the folder is not accessible (eg. it is a network folder and you are not connected to the network), you will be prompted for the folder location even if the **Prompt for each client folder** option is not selected.

Separate PDFs for each copy number
Check this box to create a PDF file for each copy or company selected. Leave unchecked to create a single PDF file. The **Separate PDFs for each copy number** will be selected automatically if **Save in Client folders** has been selected.

Prompt for output folder
Check this box to have the program prompt you for the location of the PDF files to be saved. If you are printing slips for a single company, the folder you choose will be saved and the next time you print the slips for the same company, you will be prompted with the same location. You will be prompted for the output folder regardless of whether a folder has been assigned on the company record.

Quick Print
Prints the selected slips to the default printer without previewing the PDF. The default printer is set using your Windows Control Panel.

Preview/Print
Creates the slips in PDF format and displays them in Adobe Reader or Adobe Acrobat. The PDF files will be automatically saved according to the PDF File options selected. Press the Print button from within the Adobe preview program to send the slips to the printer.

Refresh Data
Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Print window was opened.

Adjust Margins

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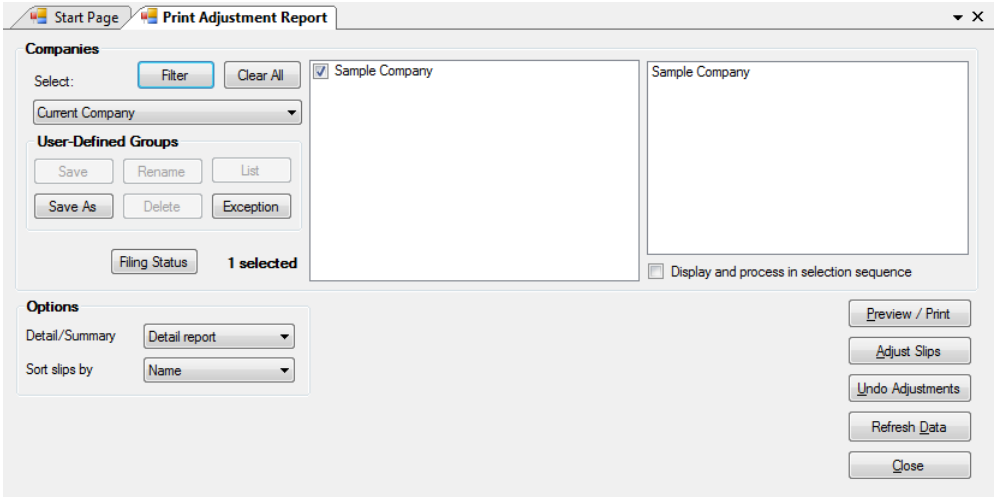
Opens the Adjust Margins dialogue, enabling you to reposition the data printed on pre-printed forms to fit within the provided fields. The unit of measure is inches where 0.10 represents 1/10 of an inch. Positive numbers will move the print to the right (horizontally) or down (vertically). Negative numbers will move the print to the left (horizontally) or up (vertically).

Go to Output Folder
Pressing this button will open the folder where the PDF files will be stored.

Advanced
Use this button to set advanced print settings.

9.5 Printing Adjustment Reports

A report showing all the adjustments made for each employee can be produced for the T4 slips. To generate this report, select **T4** from the **Reports** menu. Then choose **Adjustments** from this list of available reports. A dialog box will open which will allow you to select the companies for which you wish to print T4 Adjustment Reports. (See the section **Setting Adjustment Options** 97 for further information.)



Companies
Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Options
Detail/Summary
Select whether you want a detailed or summary Adjustment Report.

Sort slips by
Choose the order in which you wish the slips to print from the given options.

Refresh Data

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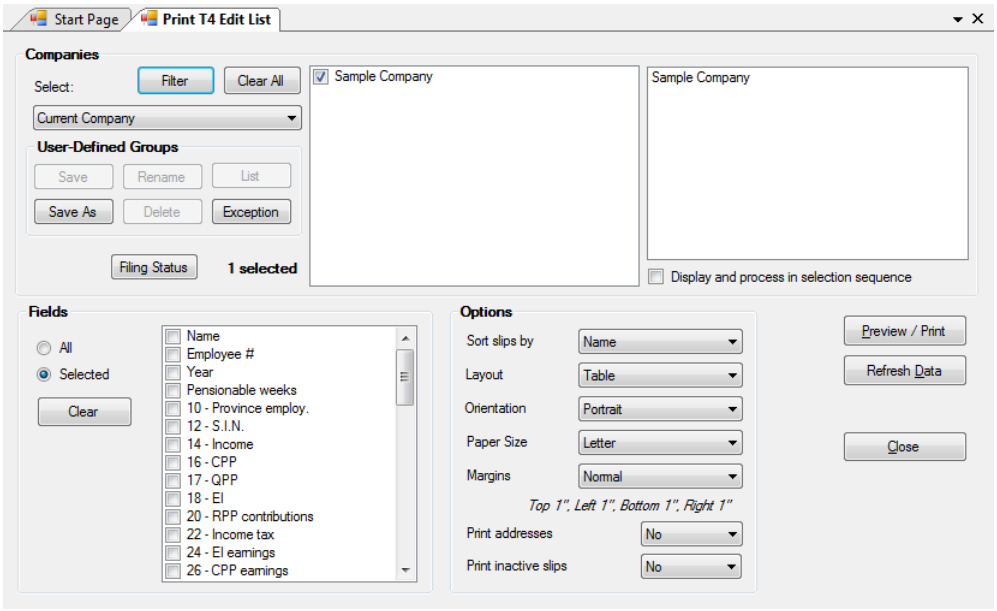
Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Printing Adjustment Report window was opened.

9.6 Printing Edit List Reports

A complete edit listing of all the slips can be produced for all types of slips. To generate this report, choose the type of slip from the **Reports** menu, and then select the corresponding **Edit List** from the list of available reports. A dialog box will open which will allow you to select the companies to print an Edit List Report for.



Companies
Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Fields
Select one of the two options listed below:

- All - include all the fields available on the slip (report may print with a very small font to fit all data)
- Selected - print only those fields which you select

If you chose **Selected**, click on the box beside each field you wish to include in the report.

Options
Sort slips by
Choose the order in which you wish the slips to print from the given options. The options will change, depending on the type of slip to be printed.

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Layout
Select either the *Table* or *Memo* style of layout

Orientation
Select whether you wish the report to print in the *Portrait* or *Landscape* orientation.

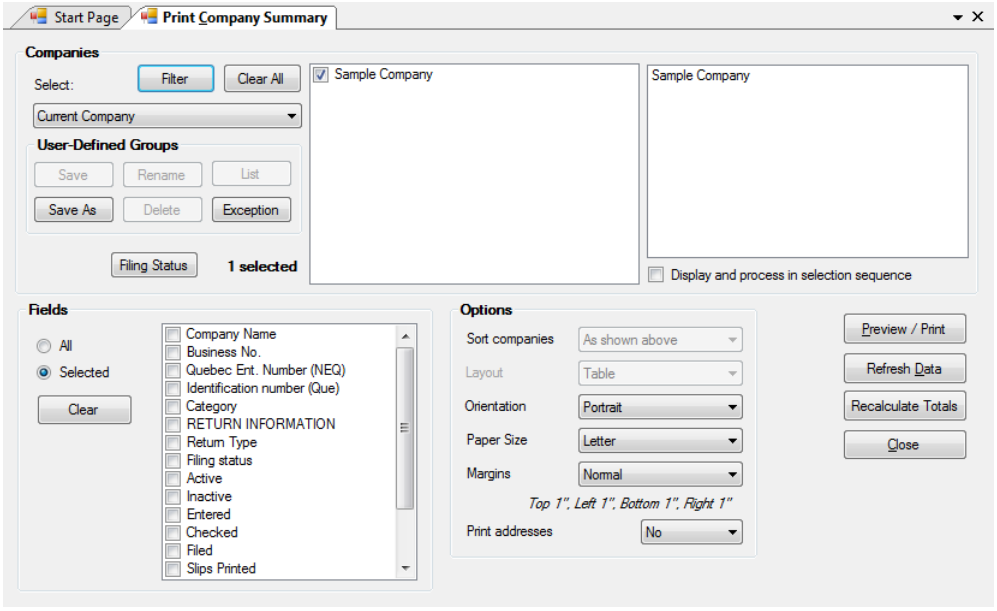
Paper Size
Select whether you wish the report to print on *letter* or *legal sized* paper.

Margins
Select one of the following margin options:

- Normal (Top and Bottom 1", Left and Right 1")
- Narrow (Top and Bottom 0.5", Left and Right 0.5")
- Moderate (Top and Bottom 1", Left and Right 0.75")
- Wide (Top and Bottom 1", Left and Right 2")

9.7 Printing Company Summary

A Company List is a listing of the companies in the current database with the number of active and inactive slips of each type. Select **Company Summary** from the **Reports** menu to generate this report. A dialog box will open which will allow you to select which companies to include and other options.



Companies
Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the

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box and to have the company name appear on the list on the right.

Fields
Select one of the two options listed below:

- All - include all the fields available on the slip (report may print with a very small font to fit all data)
- Selected - print only those fields which you select

If you chose **Selected**, click on the box beside each field you wish to include in the report

Options

Sort companies by
Choose the order in which you wish the companies to print - by name or by business number

Layout
Select either the *Table* or *Memo* style of layout

Orientation
Select whether you wish the report to print in the *Portrait* or *Landscape* orientation.

Paper Size
Select whether you wish the report to print on *letter* or *legal sized* paper.

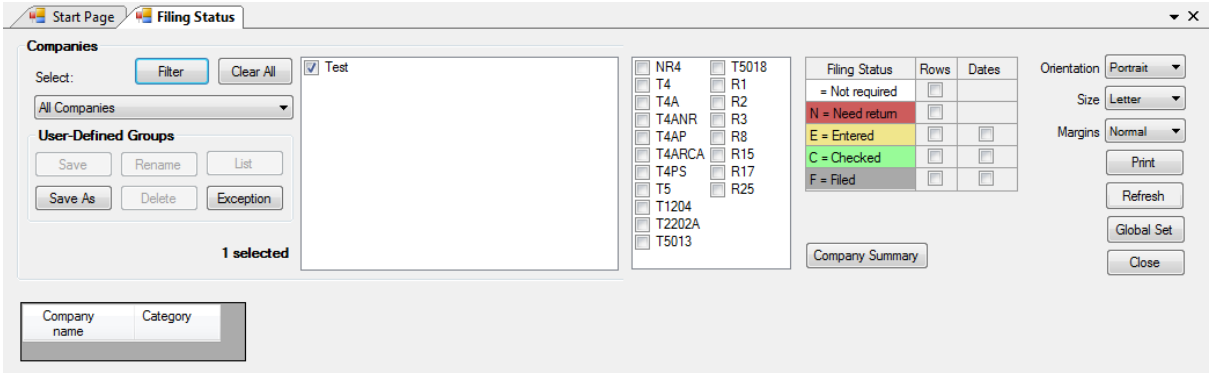
Margins
Select one of the following margin options:

- Normal (Top and Bottom 1", Left and Right 1")
- Narrow (Top and Bottom 0.5", Left and Right 0.5")
- Moderate (Top and Bottom 1", Left and Right 0.75")
- Wide (Top and Bottom 1", Left and Right 2")

9.8 Printing Company Filing Status

T4 TimeSaver Enterprise Only

Company Filing Status



The Filing Status button displays the "Filing Status" selection window which is used to filter data by filing status. Only selected data will be acted upon by the tool. Any combination of return types or companies can be selected. Filing status options are:

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- Not Required - No return is required
- Need Return - A return is required
- Entered - A return has been entered into T4 TimeSaver
- Checked - Data entered has been checked
- Filed - The return has been filed with the CRA and/or the MRQ

Once you have made the desired selections you can click on the "Refresh" button to display the filing status for the selected employers in the lower half of the screen and the "Print" button will become active; allowing you to print the report.

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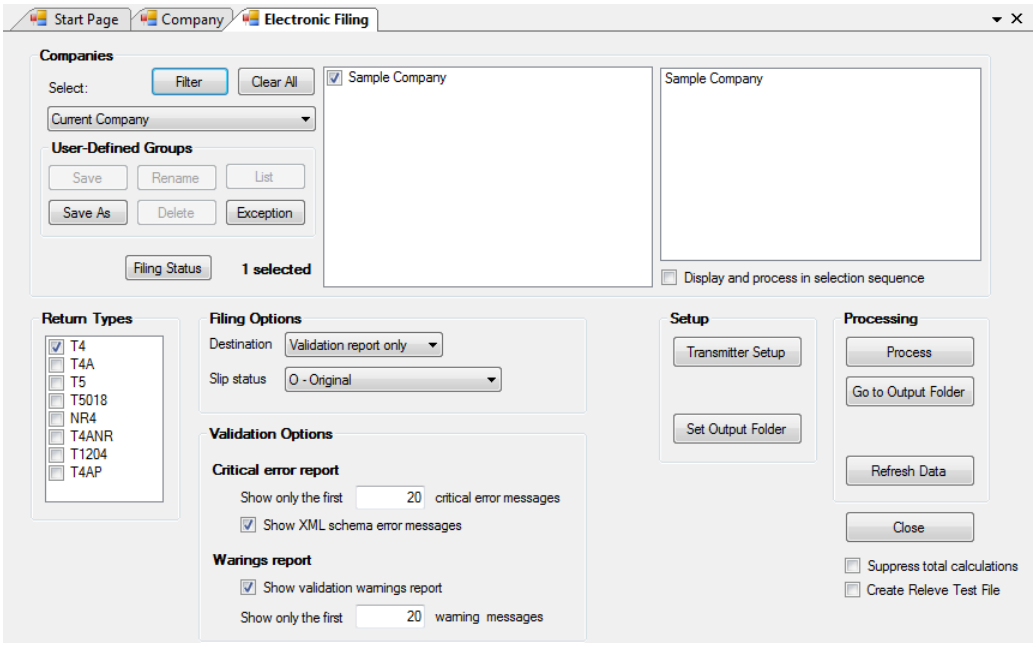
Part X

10 Electronic Filing

10.1 Electronic Filing Preparation

NOTE: During setup you should complete the Electronic Filing page of the **User Setup Options** submenu of the **Setup** menu if you plan to submit returns electronically. Much of the information required by T4 TimeSaver for electronic file processing is contained there.

To access electronic filing, choose the type of slip required from the Reports menu and then Electronic Filing. The electronic filing dialog box will open and give you a number of options:



Companies
Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Note: With T4 TimeSaver Basic, you may only select one company at a time to file electronically. Multiple company submissions are allowed only with T4 TimeSaver Plus

Return types
One type of return will be automatically marked when you open the Electronic Filing dialog box. You can include other types of returns by clicking on the checkbox beside the return type name.

Filing Options

Destination

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Choose the media by which the return(s) will be submitted to the CRA. Your options are: Internet, CD, DVD or Diskette.

- Validation Report Only - data will be checked for consistency with the XML schemas provided by CRA and MRQ; the Validation Report Only option will NOT produce an XML file but will find data errors that would cause an XML file to be rejected by the CRA or MRQ
- Internet - data will be validated for consistency with CRA and MRQ requirements and, if no errors are found, a file will be created on your hard drive (see the sections on **Internet Filing to CRA** 154 and **Internet Filing to MRQ** 158 for details)
- CD or DVD - an XML file will be created on your hard drive which you may then copy to the appropriate drive using your own CD or DVD writing software (see the section on **CD or DVD Filing** 159 for details); if you are filing more than 50 slips you cannot file on CD or DVD
  NOTE: You must have access to a CD or DVD writer to successfully use this option.
- Diskette (diskette submissions are not accepted by the MRQ) - select the letter of the diskette drive (either A or B) you wish to send the output to; the submission will automatically be saved to the blank formatted diskette in the indicated diskette drive (see the section on **Diskette Filing** 160 for details on submission); if you are filing more than 50 slips you cannot file on diskette
  NOTE: You must have access to a diskette drive to successfully use this option.

Regardless of the destination you choose, T4 TimeSaver will validate your data to determine if there are any Critical or Warning errors. Errors that would result in a rejection of your submission will be listed in a Critical Error report and must be corrected before T4 TimeSaver will generate an XML file. Errors that can be corrected (but would not invalidate the submission if they were not) are displayed in a Data Validation Warnings report. The validation procedure is implemented whenever an electronic filing submission is processed, but it can also be run independently by selecting the Validation report only option.

Note: With T4 TimeSaver Basic you may only select the Internet as a destination for electronic filing. With T4 TimeSaver Plus you may electronically file by diskette (CRA only), CD, DVD or the Internet.

Slip Status
Each submission must contain either original returns or amended/canceled returns. Select "Original" to include all original returns of the type(s) selected from the selected company(ies) in your submission. Select "Amended and/or Canceled" to include all amended or canceled returns of the type(s) selected from the selected company(ies) in your submission.

Validation Options
Select whether you wish to see detailed error messages supplied by the XML schema.

Transmitter Setup
Pressing this button will allow you access to the information stored on the **Electronic Filing** 150 page of the **User Settings** 182 submenu of **Setup** 33 menu. You can add missing information or edit existing data. Clicking on the **OK** button will return you to the electronic filing dialog box.

Process
Pressing this command button will begin the processing of the electronic filing. A validation report will be generated and displayed; and can be printed if desired.

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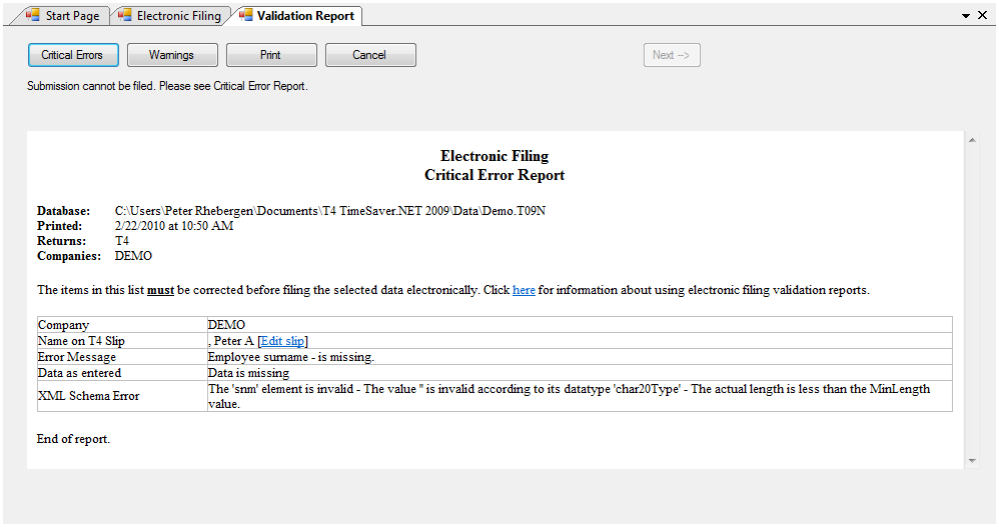
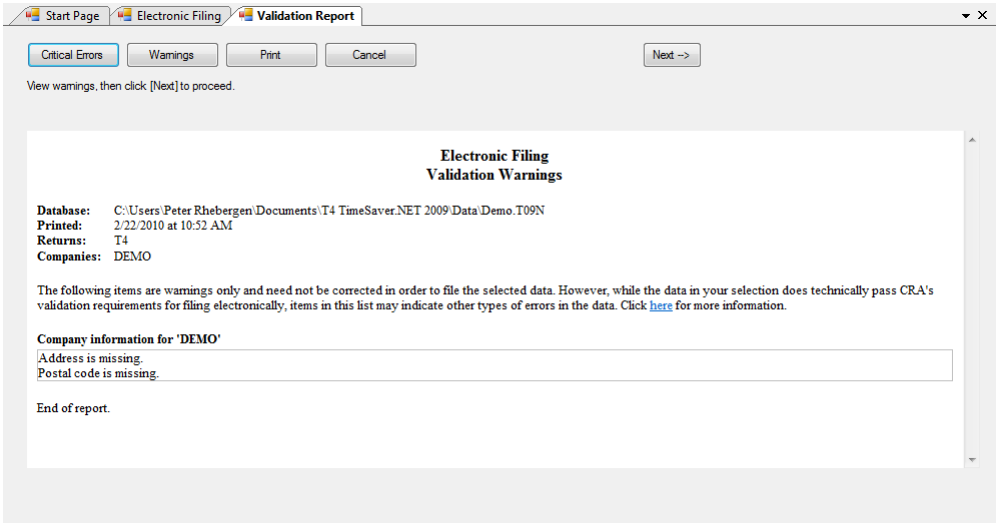

Start Page
Electronic Filing
Validation Report
Critical Errors
Warnings
Print
Cancel
Next -->
Submission cannot be filed. Please see Critical Error Report.
Electronic Filing
Critical Error Report
Database: C:\Users\Peter Rhebergen\Documents\T4 TimeSaver.NET 2009\Data\Demo.T09N
Printed: 2/22/2010 at 10:50 AM
Returns: T4
Companies: DEMO
The items in this list must be corrected before filing the selected data electronically. Click here for information about using electronic filing validation reports.
Company DEMO
Name on T4 Slip , Peter A [Edit slip]
Error Message Employee surname - is missing.
Data as entered Data is missing
XML Schema Error The 'snm' element is invalid - The value '' is invalid according to its datatype 'char20Type' - The actual length is less than the MinLength value.
End of report.

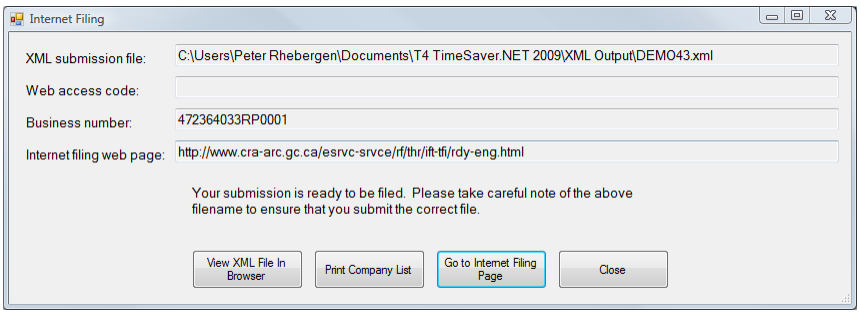
Validation Report - Critical Errors

Processing of an electronic return will be halted if any Critical Errors are found.Critical Errors are those that would cause CRA or MRQ to reject the electronic return. Processing of the electronic return can only continue if all Critical Errors have been repaired.


Start Page
Electronic Filing
Validation Report
Critical Errors
Warnings
Print
Cancel
Next -->
View warnings, then click [Next] to proceed.
Electronic Filing
Validation Warnings
Database: C:\Users\Peter Rhebergen\Documents\T4 TimeSaver.NET 2009\Data\Demo.T09N
Printed: 2/22/2010 at 10:52 AM
Returns: T4
Companies: DEMO
The following items are warnings only and need not be corrected in order to file the selected data. However, while the data in your selection does technically pass CRA's validation requirements for filing electronically, items in this list may indicate other types of errors in the data. Click here for more information.
Company information for 'DEMO'
Address is missing.
Postal code is missing.
End of report.

Validation Report - Warning Errors

Pressing the Next button in the upper right of the Validation Report (available only if no Critical Errors have been found) will create the XML file. Once the XML file has been successfully created the Internet Filing dialogue will be displayed:


Internet Filing
XML submission file: C:\Users\Peter Rhebergen\Documents\T4 TimeSaver.NET 2009\XML Output\DEMO43.xml
Web access code:
Business number: 472364033RP0001
Internet filing web page: http://www.cra-arc.gc.ca/esrvc-srvce/rf/thr/ift-tfi/rdy-eng.html
Your submission is ready to be filed. Please take careful note of the above filename to ensure that you submit the correct file.
View XML File In Browser
Print Company List
Go to Internet Filing Page
Close

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XML Submission File
The name and location of the XML file to be submitted to the CRA or MRQ

Web Access Code
The Web Access Code entered for the company or filing entity, this information is presented as a convenience only and cannot be use by T4 TimeSaver to logon to the filing site

Business Number
The Business Number entered for the company or filing entity, this information is presented as a convenience only and cannot be use by T4 TimeSaver to logon to the filing site

Internet Filing Page
The Internet site to which you must logon in order to upload the XML submission file

View XML File in Browser
Opens your default Internet browser to view the contents of the XML submission file

Print Company List
Prints a list of companies included in this XML submission file to keep for your records

Go to Internet Filing Page
Opens the Internet filing page in your default browser

Close
Closes this dialogue

There is no need to submit a transmittal report or company list with the federal returns.

10.2 Instructions for CRA Returns

The following instructions are provided here for a convenient reference. For complete details see the CRA website.

1. Electronic filing submissions may be made by Internet or on a media such as a diskette, CD, or DVD. A complete electronic filing submission contains the transmitter identification as well as the slip and summary information for each return. No paper forms are required with the submission.

2. Anyone making an electronic filing submission must have a Transmitter Number. If you do not have a Transmitter Number, contact the CRA at 1-800-665-5164 to be assigned one. If you cannot obtain a Transmitter Number, use the default Transmitter Number of MM000000. You should be assigned a Transmitter Number for the subsequent year which you should use from then on.

3. Any combination of returns totalling over 50 slips are required by CRA to be file their submission over the Internet. Internet submissions may not exceed 150Mb; if your submissions is larger than 150Mb it must either be compressed or split into separate submissions to fall below the 150Mb limit. The CRA encourages all employers who use computerized methods to generate returns to submit them to the CRA electronically.

4. An electronic filing submission may contain only one diskette, CD or DVD. It may contain more than one type of return* and it may contain returns for more than one company* (* T4 TimeSaver Plus and Enterprise only). Diskette, CD or DVD submissions cannot contain more than 50 slips. If you have multiple submissions each submission must be submitted in a separate envelope. Multiple envelopes may be taped together for simplified mailing. Submissions should be sent to:

Electronic Media Processing Unit
Ottawa Technology Centre

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Canada Revenue Agency
875 Heron Road
Ottawa ON K1A 1A2

Telephone: 1-800-665-5164

5. Do not send CRA paper copies of any returns that have been filed electronically.

6. If corrections need to be made to a submission that has already been sent to CRA, create an electronic filing submission of the amended and/or canceled returns and submit it to the Electronic Media Processing Unit. Do not send any original returns in the same submission as amended returns.

10.2.1 Internet Filing to CRA

T4 TimeSaver is able to utilize CRA's URL for Internet filing of returns.

When the Internet filing option is selected as the destination for the Electronic Filing submission an Internet Filing dialog box will appear once the Process button is selected. You will be warned if the file size exceeds the maximum of 150Mb allowed by CRA for Internet filing. Make note of the information given, and click the Go to Internet Filing Page button to continue. The following web page will be opened:

http://www.cra-arc.gc.ca/esrvc-srvce/rf/thr/ift-tfi/rdy-eng.html

Click the Enter Internet File Transfer (XML) Secure Web Site, which will open the "Disclaimer - Internet File Transfer (XML)" page. You are encouraged to read all the terms and conditions on this page and you must click on the "I agree" at the bottom of the page before you can enter the Internet File Transfer site. Once you click on "I agree" the following webpage will open:

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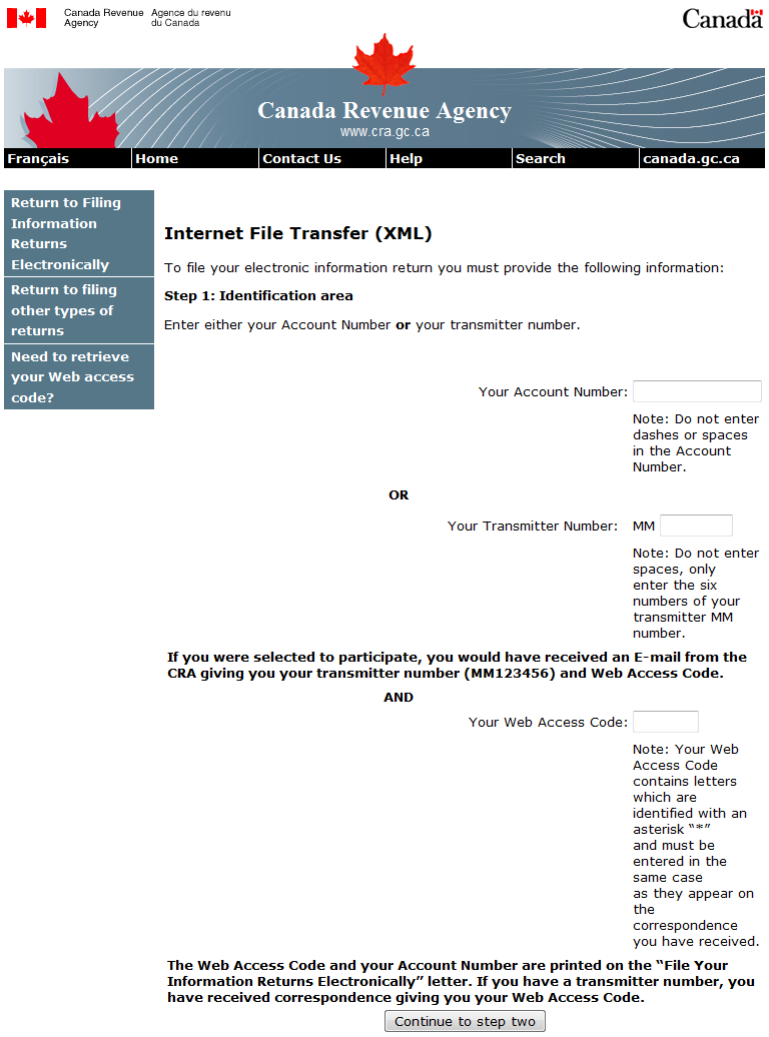
Canada Revenue Agency
Agence du revenu du Canada
Canada
Canada Revenue Agency
www.cra.gc.ca
Français
Home
Contact Us
Help
Search
canada.gc.ca
Return to Filing Information Returns Electronically
Return to filing other types of returns
Need to retrieve your Web access code?
Internet File Transfer (XML)
To file your electronic information return you must provide the following information:
Step 1: Identification area
Enter either your Account Number or your transmitter number.
Your Account Number:
Note: Do not enter dashes or spaces in the Account Number.
OR
Your Transmitter Number: MM
Note: Do not enter spaces, only enter the six numbers of your transmitter MM number.
If you were selected to participate, you would have received an E-mail from the CRA giving you your transmitter number (MM123456) and Web Access Code.
AND
Your Web Access Code:
Note: Your Web Access Code contains letters which are identified with an asterisk "*" and must be entered in the same case as they appear on the correspondence you have received.
The Web Access Code and your Account Number are printed on the "File Your Information Returns Electronically" letter. If you have a transmitter number, you have received correspondence giving you your Web Access Code.
Continue to step two

https://apps.cra-arc.gc.ca/ebci/leb0/upload/T05iLogin-e.filt

You will be prompted to enter:

- **either** the Transmitter Number **or** the Account Number (Business Number) for the company for which you are filing an Internet return
- **and** the Web Access Code of that company

If you are submitting returns on behalf of multiple companies, you would enter:

- **either** your company's Transmitter Number **or** Account Number (Business Number)
- **and** your company's Web Access Code

Notes on the Transmitter Number and the Web Access Code
Contrary to what you may have been told, The Transmitter Number and the Web Access Code are not interchangeable; they are two different numbers of two different formats used in two different capacities. The Transmitter Number "MM000000" cannot be used to access the CRA filing site as this is a generic Transmitter Number used by many companies across Canada that have not yet received their Transmitter Number from the CRA. Contact the CRA at **877-322-7849** if you have not received your Web Access Code by the time you are ready to submit an electronic return. Once the appropriate

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information has been entered and validated you will be taken to the following webpage

Canada Revenue Agency
Agence du revenu du Canada
Canada
Canada Revenue Agency
www.cra.gc.ca
Français
Home
Contact Us
Help
Search
canada.gc.ca
Return to Filing Information Returns Electronically
Return to filing other types of returns
Need to retrieve your Web access code?
Internet File Transfer (XML)
Step 2: Attaching your return
In the space provided below, enter the full name and path of the file in which your return is saved. Or click the Browse button to locate your file.
Your electronic information return will be saved by your software (example: filename.XML). This service also allows you to submit a compressed file containing only one XML file (example: filename.ZIP).
Location of return:
Browse...
Step 3: Declaration
I certify that the attached return is complete and accurate.
I agree. File my return.
Note: Please click the "I agree. File my return" button once only, and wait for a submission number to show. Keep this number with your records.
I disagree.

Here you will be prompted to upload the XML file created by T4 TimeSaver that contains the company data in XML format to the CRA website. The XML file will be located in T4 TimeSaver's XML Output folder. This folder can be located by using the FILE LOCATIONS option under the SETUP menu in T4 TimeSaver. T4 TimeSaver saves all XML files in the following format:

COMPANY_NAME_*xxx*.XML

where “COMPANY_NAME” is the name of the company for which the file has been created with all space characters replace by an underscore character; “xxx’ is a sequential number applied by T4 TimeSaver to ensure that older files are not overwritten, and “XML” is the default file type designator required by CRA. If the submission is for multiple companies, "COMPANY_NAME" will be replaced my "MULTIPLE_COMPANIES."

T4 TimeSaver Plus and Enterprise are able to batch submit returns for multiple companies and multiple return types over the Internet in a single file which can be no larger than 150Mb in size (if your file is larger than 150Mb you can either compress it or split your return into sections). In this case you must use:

- **either** your company's Transmitter Number **or** Account Number (Business Number)
- **and** your company's Web Access Code

to access the CRA website as you are acting as an agent for multiple companies.

T4 TimeSaver Lite and Basic are limited to submitting single returns over the Internet for a single company at a time. As above, the file can be no larger than 150Mb in size. If you are using one of these T4 TimeSaver versions to file electronic returns for a significant number of clients it may be in your best interest to upgrade to the T4 TimeSaver Plus or T4 TimeSaver Enterprise.

10.3 Instructions for MRQ Returns

The following instructions are provided here for convenient reference. For complete details see the MRQ website.

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1. Electronic filing submissions may be made by Internet or on a media such as a CD or DVD. CD or DVD submissions may not contain more than 50 slips. A complete electronic filing submission contains the transmitter identification as well as the slip and summary information for each return. No paper forms are required with the submission.

2. Anyone making an electronic filing submission must have a Transmitter Number. If you do not have a Transmitter Number, contact the CRA at 1-800-665-5164 to be assigned one.

3. Returns for employers filing over 500 returns are required by MRQ to be filed electronically. It may be sent either via the Internet or on a CD or DVD, however Internet submissions may not exceed 150Mb. If the transmission exceeds 150Mb, contact the Division de l'acquisition des données électroniques (866-814-8392) for information on how to proceed.

4. An electronic filing submission may contain only one CD or DVD. It may contain a single return type and it may contain returns for only one company. If you have multiple submissions each submission must be submitted in a separate envelope. Multiple envelopes may be taped together for simplified mailing. Submissions should be sent to:

Direction générale du traitement et des technologies
Revenu Québec
3800, rue de Marly, secteur 2-2-0
Québec (Québec) G1X 4A5

Telephone: 418 659-1020 or 1 866 814-8392
Fax: 418 646-0713

Email: edi@mrq.gouv.qc.ca

5. Do not send MRQ paper copies of any returns that have been filed electronically.

6. If corrections need to be made to a submission that has already been sent to MRQ, contact the department above for further information.

10.3.1 Using Serial (Relevé) Numbers in Electronic Returns

The MRQ assigns serial numbers to filers of electronic returns, as opposed to paper returns where serial numbers are assigned to ELM Computer Systems and re-distributed among T4 TimeSaver users. You have the option to set the electronic serial number by using the Set Serial Number button on the Electronic Filing screen for the Relevé in question; simply click on this button and you will be able to enter the appropriate serial number from the range assigned to you by the MRQ.

Relevé slips will display two serial numbers:

- The top serial number is associated with the magnetic media submission and is assigned when you process the XML output, not when the slips are printed. Setting the starting serial number does not assign the numbers to the slips.
- The bottom serial number is associated with the paper copy and is assigned when the forms are printed

The procedure to ensure that both serial number print correctly on any paper Relevé slips would be to:

- Enter the slips into T4 TimeSaver
- Check for errors in data entry
- Process the electronic filing submission file (This assigns the top serial number)
- Print the slips – this will assign the bottom serial number. Since the XML processing was done first, both serial numbers will print

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10.3.2 Internet Filing to MRQ

T4 TimeSaver is able to utilize MRQ's URL for Internet filing of Relevé returns.

When the Internet filing option is selected as the destination for the Electronic Filing submission an Internet Filing dialog box will appear once the Process button is selected. You will be warned if the file size exceeds the maximum of 150Mb allowed by the MRQ for Internet filing. Make note of the information given, and click the Go to Internet Filing Page button to continue. The following web page will be opened:

Revenu Québec
Home Site Map Contact Us Québec Portal Help Français
Advanced Search
CITIZENS
BUSINESSES
ONLINE SERVICES FORMS AND PUBLICATIONS
DEPARTMENT
Online Services Forms Publications Administrative Documents
Online Services
My Account Citizens Registration | Access
Clic Revenu Businesses Registration | Access
Print Share
All Individuals Businesses Self-employed persons If you wish to Income tax Consumption taxes
Internet transmission of RL slips
How to proceed
Security and system requirements
Documents
Internet transmission of RL slips
To use this service
Access to service
Purpose of the service
To transmit your RL-slip data by Internet
Users
Individuals who carry on a business (self-employed persons), corporations, partnerships and other legal persons
Conditions for use
Must have a user name and a password
Must have a transmitter number
Must use software approved by Revenu Québec
Please note that our computer systems do not support this service for Macintosh.
To obtain your password, your access code and information on the procedure for using this new transmission method, contact the Division de l'acquisition des données électroniques
by telephone at 418 659-1020 or, toll-free, at 1 866 814-8392
by fax at 418 646-0713
Obligation to file RL-1, RL-2 and RL-25 slip data on magnetic media or by Internet
Under section 37.1.1 of the Act respecting the Ministère du Revenu, the Minister of Revenue has the power to require a category of persons to file their RL slips electronically or on magnetic media.
The Minister of Revenue has required all agents who submit more than 500 RL-1, RL-2 or
Useful links
Authorized Software
Validation of RL-slip data files in XML format
Contact Us

http://www.revenu.gouv.qc.ca/en/sepf/services/sgp_rl_Internet/default.aspx

Click the Access to service button, which will open a logon page where you will enter the username and password assigned to your firm by the MRQ. Once this information has been entered and validated you will be prompted to upload a file containing the company data in XML format to the MRQ website.

Here you will be prompted to upload the XML file created by T4 TimeSaver that contains the company data in XML format to the MRQ website. The XML file will be located in T4 TimeSaver's XML Output folder. This folder can be located by using the FILE LOCATIONS option under the SETUP menu in T4 TimeSaver. T4 TimeSaver saves all XML files in the following format:

COMPANY_NAME_*xxx*.XML

where "COMPANY_NAME" is the name of the company for which the file has been created with all space characters replace by an underscore character; "xxx' is a sequential number applied by T4

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TimeSaver to ensure that older files are not overwritten, and “XML” is the default file type designator required by MRQ. If the submission is for multiple companies, "COMPANY_NAME" will be replaced my "MULTIPLE_COMPANIES."

T4 TimeSaver Plus and Enterprise are able to batch submit returns for multiple companies and multiple return types over the Internet in a single file which can be no larger than 150Mb in size.

T4 TimeSaver Lite and Basic are limited to submitting single returns over the Internet for a single company at a time. As above, the file can be no larger than 150Mb in size. If you are using one of these T4 TimeSaver versions to file electronic returns for a significant number of clients it may be in your best interest to upgrade to the T4 TimeSaver Plus or T4 TimeSaver Enterprise.

10.3.2.1 MRQ Internet Filing Limitations

The following information is taken from the MRQ document IN-800-V:

4.1.1 Online
The combined file size of all transmitted data must not exceed 150 megabytes (150 MB). If the transmission exceeds this limit, contact the Division de l’acquisition des données électroniques for information on how to proceed.

Important
The transmission of data whose combined file size is less than 150 MB may still encounter certain problems for which Revenu Québec is not responsible. **These problems may occur if the equipment you use performs poorly, if you have a low-capacity Internet connection or if you try to submit the data during the final hours before the deadline**.

To send files online, go to our website and click on the **Online Services, Forms and Publications** tab, followed by **Services**. Under **Tax Categories**, click **Filing RL slips** and select **Internet Transmission of RL Slips**, then click on
Access to service. Complete the on-screen form and click **Continue**. Click **Browse**, then select your file. Before clicking **Submit**, make sure that you have selected the correct file. You will automatically receive an acknowledgement of receipt along with a reference number, confirming that we have received your transmission. We will mail you a validation report for the file once we finish processing your transmission. You may also contact us to obtain the results of the validation.

4.1.2 Electronic media
Record **only one file containing one type of RL slip and one type of package per electronic medium**. For example, you would record file A containing original RL-1 slip data on one CD-ROM, file B containing original RL-2 slip data on another CD-ROM, and file C containing amended RL-1 slip data on a third CD-ROM. Each record must comply **completely** with the format described in section 5. Please note that CD-ROMs and DVDs will not be returned to you.

10.4 Filing on CD or DVD

T4 TimeSaver Plus & Enterprise Only

When the CD or DVD option is selected as the destination for the Electronic Filing submission you will be prompted to enter the Submission Sequence Number. This is a number from 1 to 999 that will identify the sequence of submissions that you submit to the CRA as a transmitter. Regardless of your client, enter "1" for your first submission, "2" for your second, etc. The number you enter will be included in the filename so CRA will know that it is a unique submission. Enter the appropriate number as requested and click the OK button.

If you enter a duplicate number you will be warned that the filename already exists and given the opportunity to keep the sequence number you have entered and overwrite the existing file (if you did not submit the original and are re-doing the submission) or to change the sequence number (if the

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sequence number was entered incorrectly).

You will then be given the path and filename of the file to be sent to CRA. Make careful note of this information.

View XML File in Browser
Click this button to see the file that will be sent to CRA.

Print Company List
This company list can be used to track which companies have been filed on which submission. Keep this for your own records, there is no need to send a copy to CRA with your submission.

Creating the submission CD or DVD
Using your own software, burn the indicated file onto a CD or DVD. Label the CD or DVD with your name and telephone number so that the CRA can contact you if you need to re-file your submission. Provide complete external labeling showing the transmitter's name and telephone number, the Transmitter Number and your submission file name.

10.5 Filing on Diskette

T4 TimeSaver Plus & Enterprise Only

When the Diskette option is selected as the destination for the Electronic Filing submission you will be prompted to enter the destination drive for the submission. Diskette submissions are not accepted by the MRQ.

Creating the submission diskette
Once you select "Process" T4 TimeSaver will automatically copy the electronic filing submission to the floppy drive that you indicate. You will be prompted to enter the Submission Sequence Number. This is a number from 1 to 999 that identifies the submission sequence of electronic files you submitted to the CRA as a transmitter. Regardless of your client, enter "1" for your first submission, "2" for your second, etc. The number you enter will be included in the filename so CRA will know that it is a unique submission. Enter the appropriate number as requested and click the OK button. Label the diskette with the following information:

- The name of the submission file. The file will be named RCTTAX*nnn*.XML (where *n* represents the Submission Sequence Number).
- Your firm's name and telephone number so that the CRA can contact you if you need to re-file your submission.
- Your firm's Transmitter Number.

Filing
Courier or mail the Diskette to the following address:

Electronic Media Processing Unit
Ottawa Technology Centre
Canada Revenue Agency
875 Heron Road
Ottawa ON K1A 1A2

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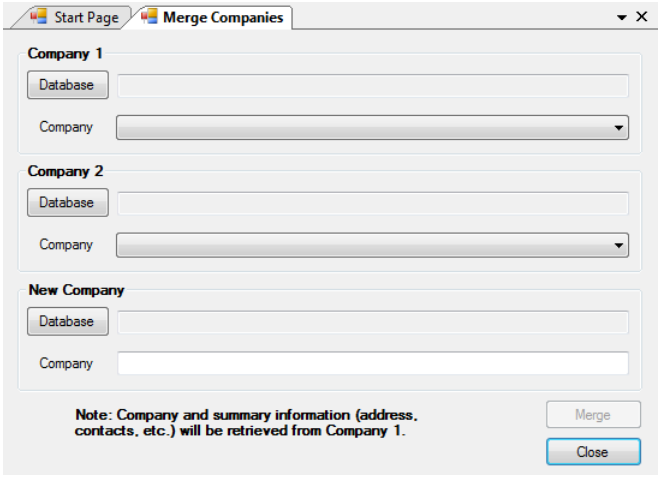
Part XI

11 Using Tools to Manipulate Data

11.1 Merge Companies

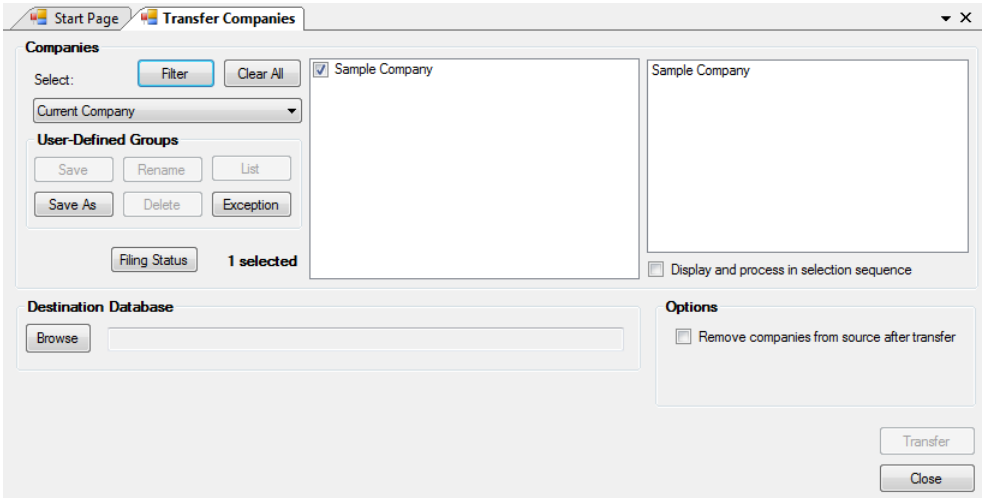


Use the Merge Companies function to merge two companies as a third company. The companies to be merged can be selected from any existing database(s) accessible to T4 TimeSaver. The resulting company containing the merged data must not already exist in the database in which it will be stored, which can also be any existing database accessible to T4 TimeSaver.

To merge two companies into a new third company you must first select the database containing the first company by clicking on the "Database" button in the "Company 1" area and using the "Company" selection box to choose the desired company. Do the same in the "Company 2" area to select the second company to be merged. Finally, in the "New Company" area, select the database to which the resulting company will be saved and enter the name of the resulting company in the "Company" field. If the resulting company already exists in the selected database the Merge will not take place; either a new and unique company name must be entered or a **new database** 45 chosen to store the resulting company.

Changes made using this tool cannot be reversed.

11.2 Transfer Companies



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Use the Transfer Companies function to transfer one or more companies from the current database to another database. Set the destination database by selecting any existing database. Indicate which company(ies) you wish to transfer using the Select, Unselect, Select All, and Unselect All buttons. As companies are added to the transfer list they will be displayed in the box on the right.

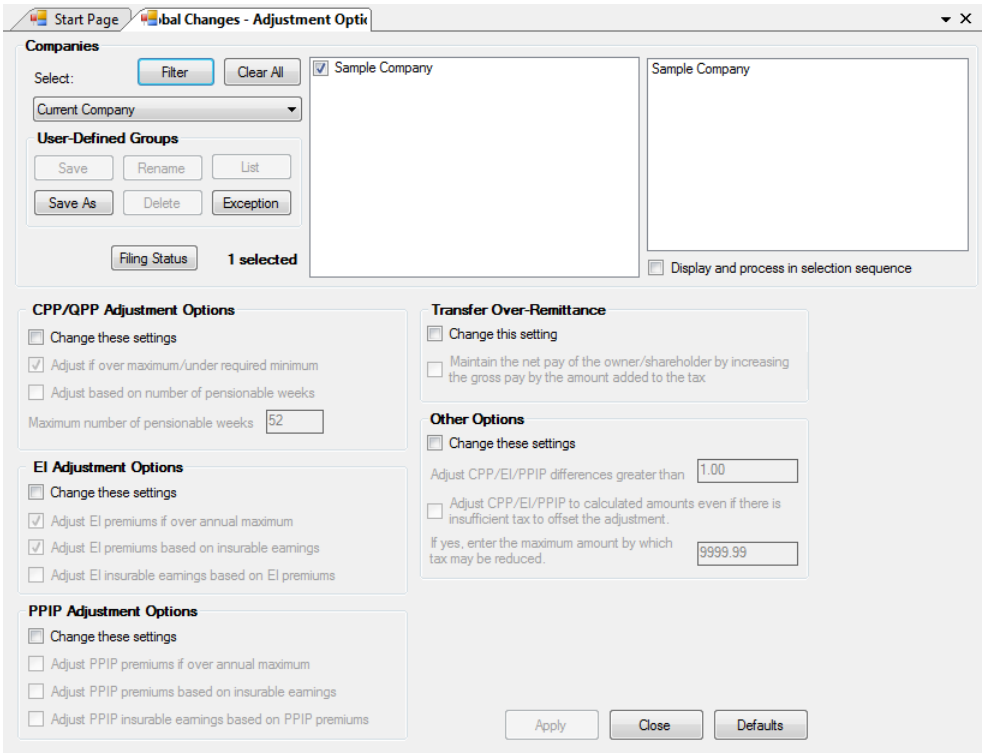
Options

Remove companies from source after transfer

If this option is checked, information for the transferred companies will exist only in the destination database; it will be removed from the source database. If this option is not checked, information for the transferred companies will exist in both the source database and the destination databases.

11.3 Global Changes

11.3.1 Adjustment Options



Use the Global Changes - Adjustment Options tool to modify the adjustment options for any number of companies in the current database. The **Adjustment Report** 144 must be run again to apply any changes made to the slips for the companies in question. See the following sections of this guide for detailed descriptions of each adjustment option.

CPP/QPP Adjustment Options 54
EI Adjustment Options 55
PPIP Adjustment Options 55
Transfer of Over-Remittance 56
Other Options 56

Changes made using this tool can not be reversed.

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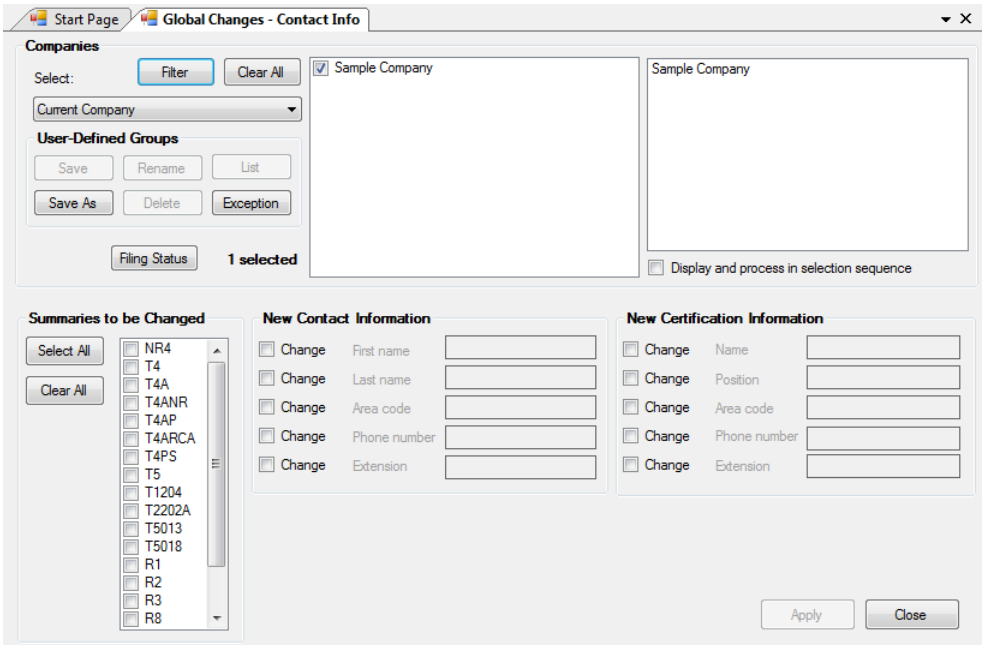
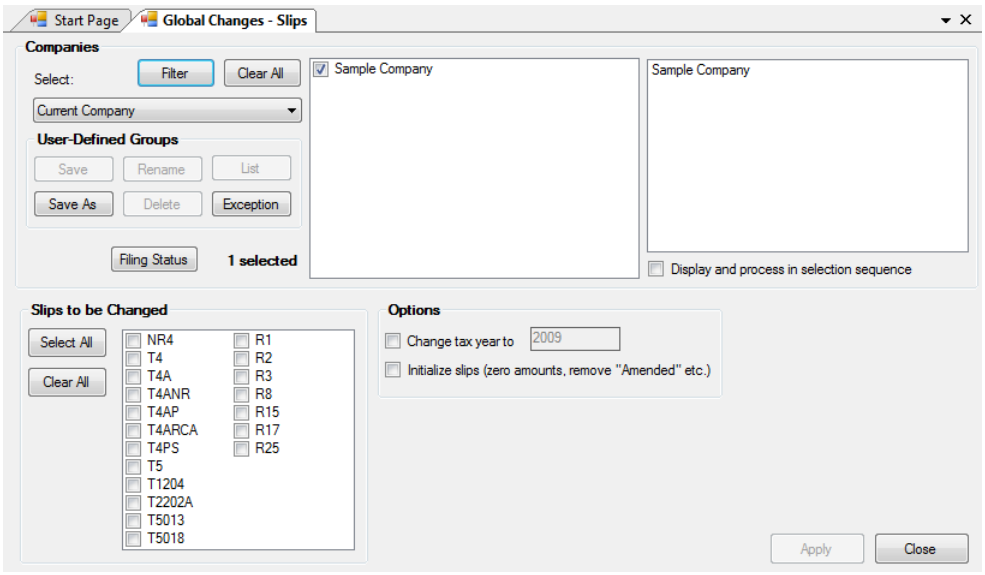
11.3.2 Contact Information



Use the Global Changes - Contact Information tool to modify the contact information on the summaries of any or all return types that exist for any or all companies in the current database. Selected companies will appear in the box on the right. The return types to which the changes will be applied can be selected from the table at lower left. Updated contact and certification information can be entered as appropriate in the fields under the headings **New Contact Information** and **New Certification Information**. Clicking on "Apply" will apply the changes to all selected companies and return types.

Changes made using this tool can not be reversed.

11.3.3 Slip Information



Use the Global Changes - Slip Information tool to modify the taxation year and/or initialize data on slips

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of any or all return types that exist for any or all companies in the current database. Selected companies will appear in the box on the right. The return types to which the changes will be applied can be selected from the table at lower left. The desired changes can be entered as appropriate in the fields on the right. Clicking on "Apply" will apply the changes to all selected companies.

Changes made using this tool can not be reversed.

Options

Change tax year to...
The year on all selected slips will be changed to the year indicated when this box is checked.

Initialize slips (zero amounts, remove "Amended" etc.)
Check this box to initialize all selected slips to contain only name and address information.

11.4 Import Data

T4 TimeSaver Plus & Enterprise Only

If you have information in a payroll package or another tax slip preparation software product, it may be possible to import this information into T4 TimeSaver. If the software allows you to export to a spreadsheet or text file, you can use the Import from Excel File feature to import your slip data. Or, if the software will create an XML file suitable for submission to the CRA, you can use the Import from Payroll feature to import your slip data.

11.4.1 Import from Excel File

T4 TimeSaver Plus & Enterprise Only
(T4 TimeSaver Basic imports the first three records of Excel data for evaluation purposes)

Instructions
1. Export your data to an Excel spreadsheet. Using T4 TimeSaver Plus each sheet in the spreadsheet may contain data for one company and one type of slip only. (Example: sheet 1 contains T4/RL-1 data for Company1, sheet 2 contains T4A data for Company1, sheet 3 contains T4/RL-1 data for Company2, etc.). When using T4 TimeSaver Enterprise each sheet in the spreadsheet can contain multiple companies by entering the company name(s) in the COMPANY.NAME1 column to distinguish between the companies that each slip will be imported into. Each sheet will be imported separately.

2. Insert a column to the far left so that the first column, A, is blank.

3. Insert a row at the top so that the first row, 1, is blank.

4. Designate the type of data being imported by entering one of the keywords shown in this table into every cell in column A.

Enter this text...	If the row contains...
Company	Company information
T4	T4 and/or RL-1 slip information
T4A	T4A slip information
T5	T5 and/or RL-3 slip information
T4PS	T4PS information
NR4	NR4 information
T4ANR	T4A-NR information
T4AP	T4AP information
T4ARCA	T4ARCA information
T2200	T2200 information

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T2202A	T2202A information
T1204	T1204 information
T5013	T5013 information
T5018	T5018 information
R2	RL-2 information
R8	RL-8 information
R15	RL-15 information
R17	RL-17 information
R25	RL-25 information

5. Complete the first row for each block of information by adding the headings that T4 TimeSaver expects to find for that type of information. See **Headings for Import Files** 191 for details about headings for each type of slip information.) For example, the first row for a list of T4 slips might contain only the following headers, which (other than column A) do not need to be in any specific order:

T4 LASTNAME FIRSTNAME ADDRESS1 CITY PROV POSTAL SIN TAXYEAR INCOME TAX CPP EI

6. Make sure that the contents of each column match the headings you just added. For example, if the city and province are in one column, you need to move the province to the PROV column and the city to the CITY column. Our sample spread sheet would look something like this:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
T4	LASTNAME	FIRSTNAME	INITIAL	ADDRESS1	ADDRESS2	CITY	PROV	POSTAL	COUNTRY	SIN	TAXYEAR	INCOME	COMPANY.NAME1
T4	Aarons	Aldo	A	1 Apple Court	Apt. 1	Acton	ON	A1A1A1	CAN	123456789	2009	10,000.00	ABCDE Company
T4	Brown	Bob		2 Birch Street		Barrie	ON	B2B2B2	CAN	234567890	2009	20,00.20	ABCDE Company
T4	Clark	Carl	C	3 Cedar St.		Collingwood	ON	C3C3C3	CAN	345678901	2009	33,333.33	ABCDE Company
T4	Dickson	Daryl	D	4 Delaware Dr.	Suite 4	Durham	ON	D4D4D4	CAN	456789012	2009	4,000.00	ABCDE Company
T4	Emery	Ellen	E	5 Everett Ct.		Ewing	ON	E5E5E5	CAN	567890123	2009	55.05	ABCDE Company
T4	French	Fred		6 Fir Drive		Fergus	ON	F6F6F6	CAN	678901234	2009	6,000.60	FGH Corporation
T4	Gundeson	George	G	7 Gray Road	Unit 7	Grimsby	ON	G7G7G7	CAN	789012345	2009	777.00	FGH Corporation
T4	Henstock	Hazel	H	8 Hettersley Circle		Hamilton	ON	H8H8H8	CAN	890123456	2009	88,008.80	FGH Corporation

There is no need to include columns for every heading listed in the appendix, Only include the headings for which you have data. Additionally, if you have a column of data in your spreadsheet that you do not wish to import, you can either delete the column, or give it the heading "NULL". Any column headed NULL will be ignored by the import process.

COMPANY.NAME1 - Enterprise Only

The COMPANY.NAME1 is an optional field and is used exclusively by T4 TimeSaver Enterprise to enable importing data for multiple payers/employers/companies. To use this field simply enter the name of a company already existing in the T4 TimeSaver database for each slip to be imported to that company and the data will be saved to the appropriate company during import. COMPANY.NAME1 is a text field that can contain up to 30 characters.

7. Save and close the Excel spreadsheet.

8. Start T4 TimeSaver. From the **Tools** menu, choose **Import** and then **Import from Excel File**.

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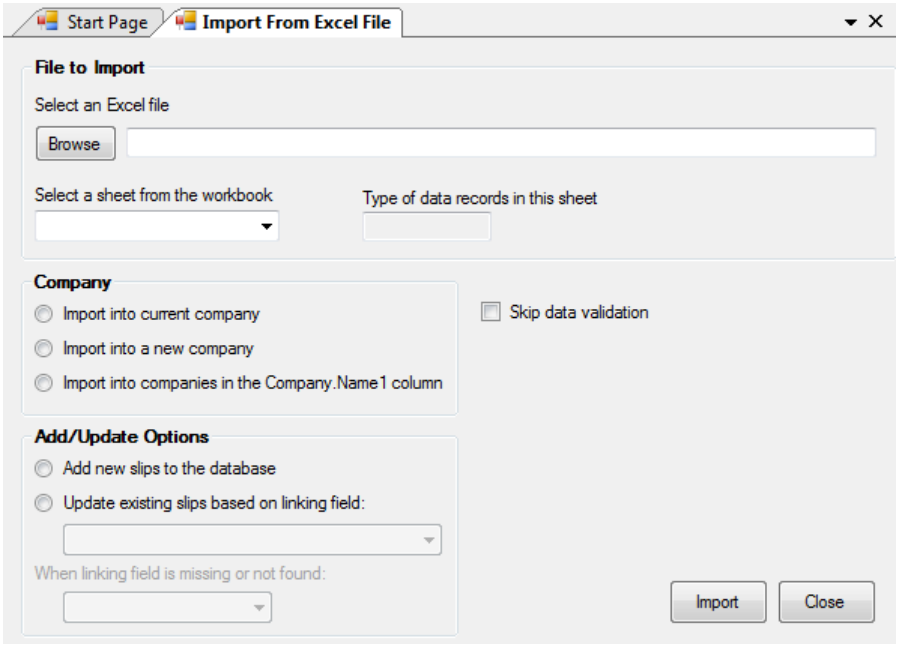
Start Page
Import From Excel File
File to Import
Select an Excel file
Browse
Select a sheet from the workbook
Type of data records in this sheet
Company
Import into current company
Import into a new company
Import into companies in the Company.Name1 column
Skip data validation
Add/Update Options
Add new slips to the database
Update existing slips based on linking field:
When linking field is missing or not found:
Import
Close

9. Browse to the location of the Excel file you just created.

10. Indicate which sheet in the spreadsheet you wish to import data from. The **Type of data records in this sheet** field should indicate the correct data type automatically.

11. **Enterprise Only -** Indicate whether you wish to **Import into current company, Import into a new company** or **Import into companies in the Company.Name1 column**. If you select **Import into a new company**, you will be prompted for a new company name. You will need to edit the company profile at a later time to complete the data entry for the company information. If you select **Import into companies in the Company.Name1 column**, the data for each slip will be imported into the company indicated in the Company.Name1 column.

12. Click **Import**.

What happens
T4 TimeSaver adds the slip data to the company you indicated. If there are already slips of this type in the company, the imported data will be added after the existing slips. A summary for the return will be created or updated as required. For example, if you have a company with 10 T4 slips and you import a list of 15 more T4 slips, T4 TimeSaver updates the T4 summary with the totals of all 25 slips.

Add/Update Options - Enterprise Only
T4 TimeSaver Enterprise enables data import at a far more granularly than lower T4 TimeSaver versions. Using T4 TimeSaver Enterprise it is possible to import data into an existing company without overwriting all the data for that company.

Add/Update Option - Add new slips to the database
Data for the slip in question will be added to the data existing in T4 TimeSaver Enterprise as a new slip. If the slip already exists in the T4 TimeSaver database it will be overwritten

Add/Update Option - Update existing slips based on linking field
This option will update existing data in the T4 TimeSaver Enterprise by use of the linking field. The linking field can be any field that is unique to each recipient; such as SIN. During the import existing data for the recipients indicated by the linking field will be updated with the data appearing in the import file. If no existing recipient is found matching the linking field you can use the **When linking field is**

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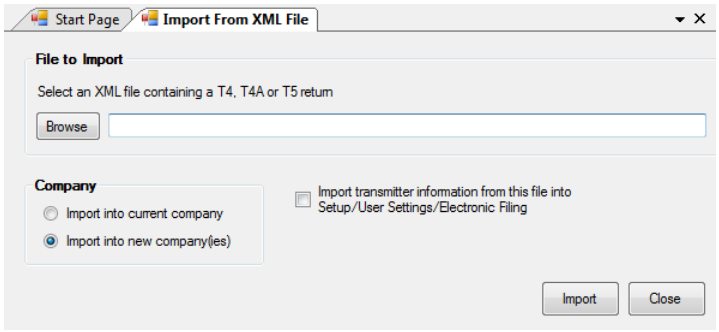
missing or not found option to either stop processing the import data or skip the record for which no linking field is found.

11.4.2 Import from XML File

T4 TimeSaver Plus & Enterprise Only

1. Start T4 TimeSaver. From the **Tools** menu, choose **Import** and then **Import from XML File**.



2. Browse to the location of the XML file you wish to import data from. Any XML file meeting the electronic data submission requirements of the CRA or MRQ may be imported. Some payroll software may have the option to create XML files meeting those requirement; however, we have heard in the past of clients for whom the import from XML did not work due to inconsistencies between the source data and the requirements of the CRA or MRQ.

3. Indicate whether you wish to **Import into current company** or **Import into a new company**. If you select the latter, you will be prompted for a new company name. You will need to edit the company profile at a later time to complete the data entry for the company information.

4. Click **Import**.

What happens
T4 TimeSaver adds the slip data to the company you indicated. If there are already slips of this type in the company, the imported data will be added after the existing slips. A summary for the return will be created or updated as required. For example, if you have a company with 10 T4 slips and you import a list of 15 more T4 slips, T4 TimeSaver updates the T4 summary with the totals of all 25 slips.

11.4.3 Open Excel Templates

T4 TimeSaver Plus & Enterprise Only

This menu item opens the Excel import templates using your default spreadsheet editor. The templates were installed with T4 TimeSaver in a subfolder named DB in the same folder where T4 TimeSaver was installed. Use the Excel import templates as a guide in creating an import file that can be used to import data from third party applications into T4 TimeSaver.

Note: Use your spreadsheet editor's "Save As" function to save the spreadsheet containing your data under a different filename. Failure do this will cause the Excel import template to be overwritten by the file containing your data; making your import data available to all other users of T4 TimeSaver (as well as permanently deleting the Excel templates).

11.5 Import User Information from Last Year's T4 TimeSaver

T4 TimeSaver Plus & Enterprise Only

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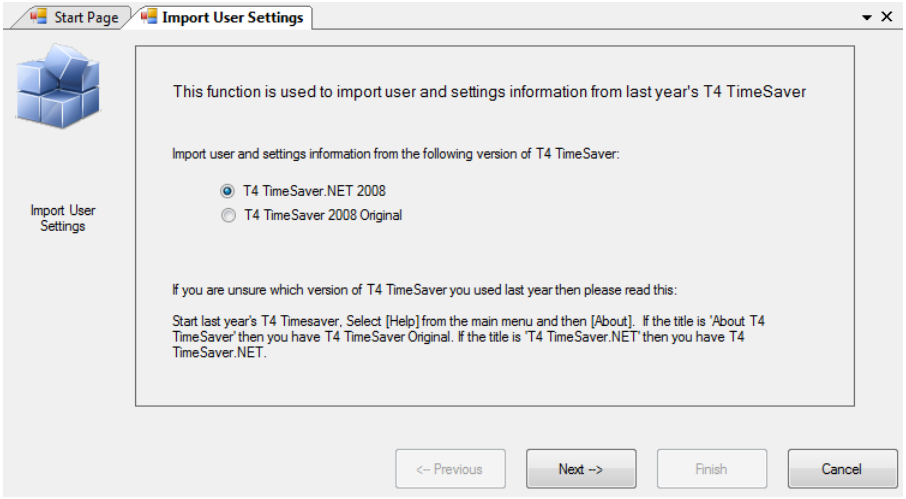
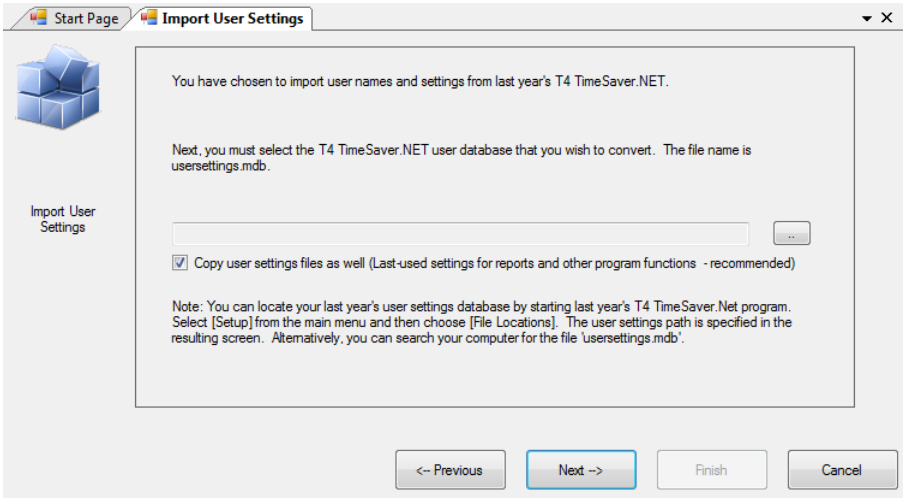
Available only to the System Administrator. The Import User Information from Last Year's T4 TimeSaver function allows the system administrator to import 2008 T4 TimeSaver Original and 2008 T4 TimeSaver.NET user settings into the 2009 T4 TimeSaver.


Start Page
Import User Settings
This function is used to import user and settings information from last year's T4 TimeSaver
Import user and settings information from the following version of T4 TimeSaver:
T4 TimeSaver.NET 2008
T4 TimeSaver 2008 Original
If you are unsure which version of T4 TimeSaver you used last year then please read this:
Start last year's T4 Timesaver, Select [Help] from the main menu and then [About]. If the title is 'About T4 TimeSaver' then you have T4 TimeSaver Original. If the title is 'T4 TimeSaver.NET' then you have T4 TimeSaver.NET.
Import User Settings
<-- Previous
Next -->
Finish
Cancel

The first screen will present a choice between importing 2008 T4 TimeSaver Original or 2008 T4 TimeSaver.NET user settings and also gives instructions on how to determine which T4 TimeSaver version you were using in 2008.


Start Page
Import User Settings
You have chosen to import user names and settings from last year's T4 TimeSaver.NET.
Next, you must select the T4 TimeSaver.NET user database that you wish to convert. The file name is usersettings.mdb.
Copy user settings files as well (Last-used settings for reports and other program functions - recommended)
Note: You can locate your last year's user settings database by starting last year's T4 TimeSaver.Net program. Select [Setup] from the main menu and then choose [File Locations]. The user settings path is specified in the resulting screen. Alternatively, you can search your computer for the file 'usersettings.mdb'.
Import User Settings
<-- Previous
Next -->
Finish
Cancel

The second screen allows you to specify the location of the file containing the user settings for 2008 and also gives instructions on how to determine the location of this file. Once a valid user settings file has been selected you can click on the "Next" button to complete the import.

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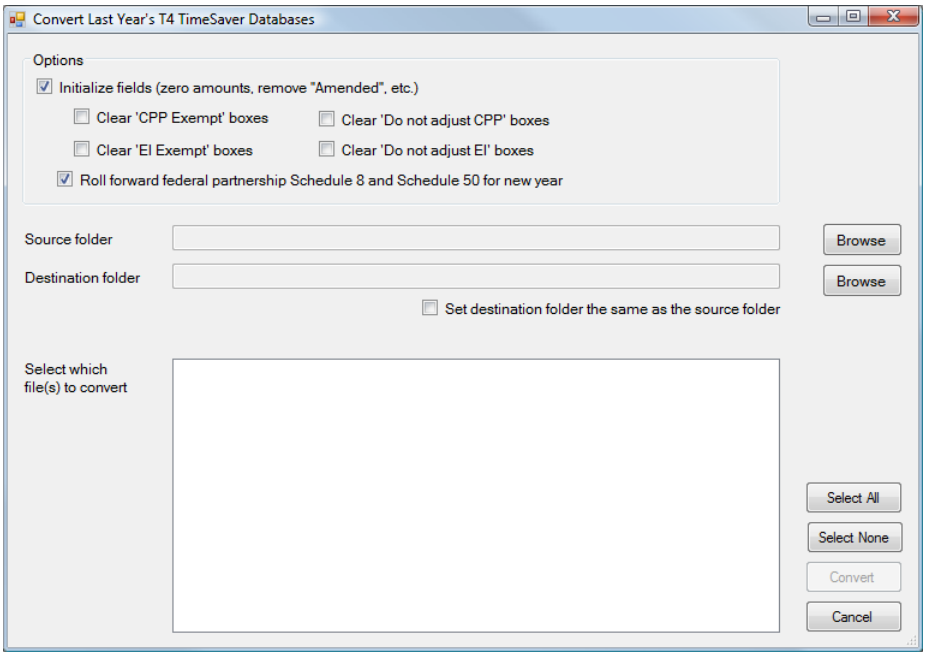
11.6 Convert Databases


Convert Last Year's T4 TimeSaver Databases
Options
Initialize fields (zero amounts, remove "Amended", etc.)
Clear 'CPP Exempt' boxes
Clear 'Do not adjust CPP' boxes
Clear 'EI Exempt' boxes
Clear 'Do not adjust EI' boxes
Roll forward federal partnership Schedule 8 and Schedule 50 for new year
Source folder
Browse
Destination folder
Browse
Set destination folder the same as the source folder
Select which file(s) to convert
Select All
Select None
Convert
Cancel

The Convert Databases function converts “T08" (Original T4 TimeSaver) and “T08N" (T4 TimeSaver) databases into a “T09N" database of the same name. Use this function to maintain the company and employee data.

Options
You can choose to set all dollar values to zero and to remove any “amended” markers by checking this box. Otherwise, all dollar values will be maintained and amended slips will still be labeled amended. Check in the appropriate box(es) if you want to clear the CPP exemption fields, the EI exempt fields, the T5013 Details boxes and/or to initialize the partnership forms. Please note that the option to "**Roll forward federal partnership Schedule 8 and Schedule 50 for new year**" is available only in T4 TimeSaver Plus or Enterprise.

Select Source Folder
Choose the drive and directory that contains the 2007 databases you wish to convert. T4 TimeSaver will automatically find and list all the files having a “T08" (Original T4 TimeSaver) or “T08N" (T4 TimeSaver) extension. The 2008 database will not be deleted; instead, a new “T09N" database will be created.

Select Destination Directory
Choose the drive and directory in which you wish to store the 2009 database. The directory can be the one containing the 2008 database or you can create a new one each year.

Select Data file(s) to be Converted
Highlight the file(s) you wish to convert. T4 TimeSaver will create a new file with the same name but with a “T09N" extension in the same directory as the original 2008 database. Only the highlighted file(s) will be converted when the **Convert** button is clicked.

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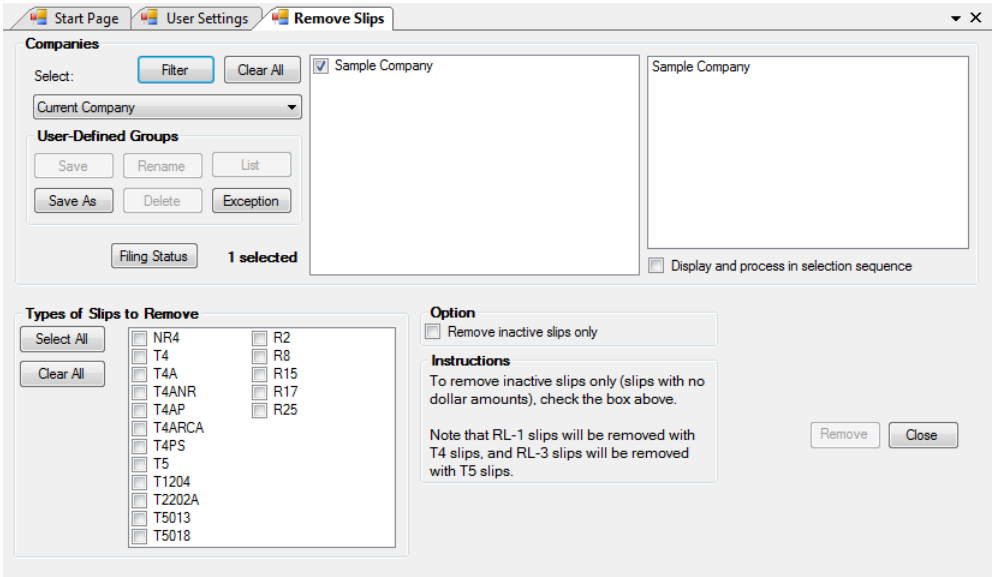
11.7 Remove Slips



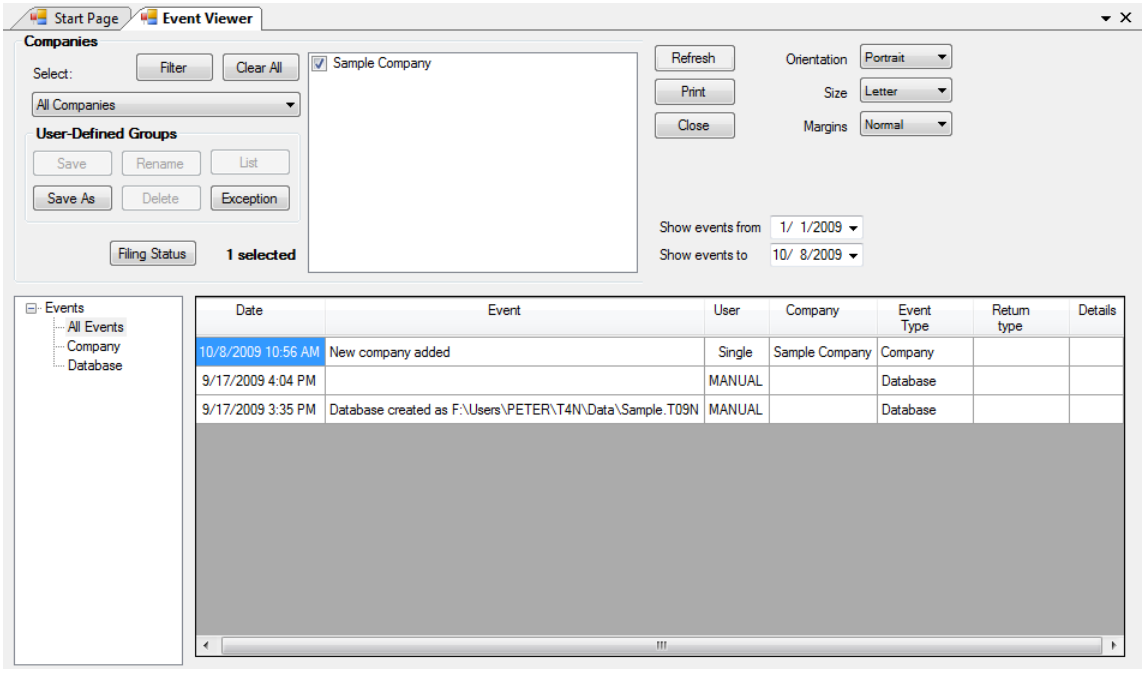
The Remove Slips function allows you to remove all slips of any type for any company in the database.

Option
When "Remove inactive slips only" is checked only inactive (non-zero) slips will be removed.

Changes made using this tool cannot be reversed.

11.8 Event Viewer

T4 TimeSaver Enterprise Only



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The Event Viewer gives an administrator the tools necessary to prepare detailed reports on significant events occurring during the use of T4 TimeSaver Enterprise. It is intended to serve as an aid to data entry analysis and can also assist in forensic analysis of system performance.

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Part XII

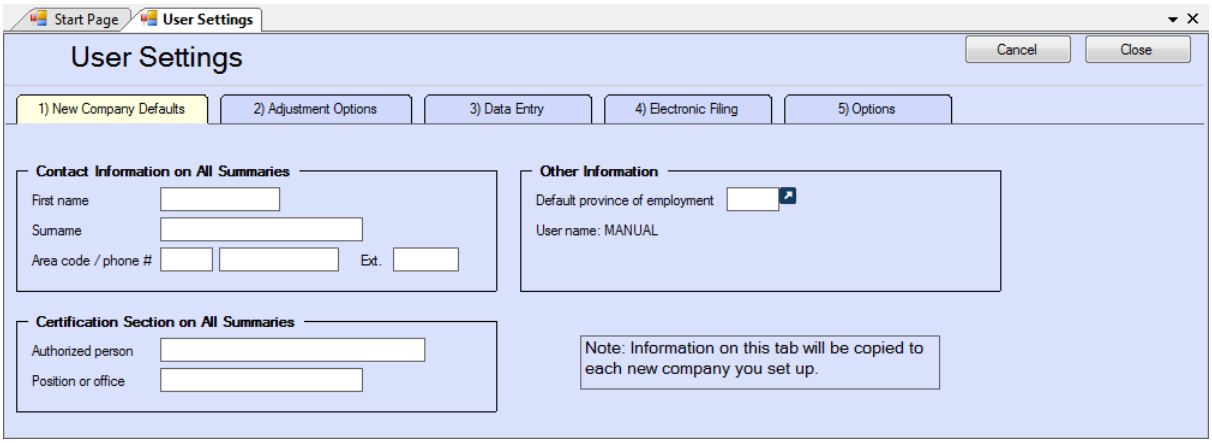
12 Using Setup to Configure T4 TimeSaver.NET

12.1 User Settings

For the Plus version of T4 TimeSaver, each user may set their own default preferences in a number of areas, such as New Company, T4 Adjustment, Data Entry and Electronic Filing options. These user settings are linked to the User Name used when logging in to T4 TimeSaver.

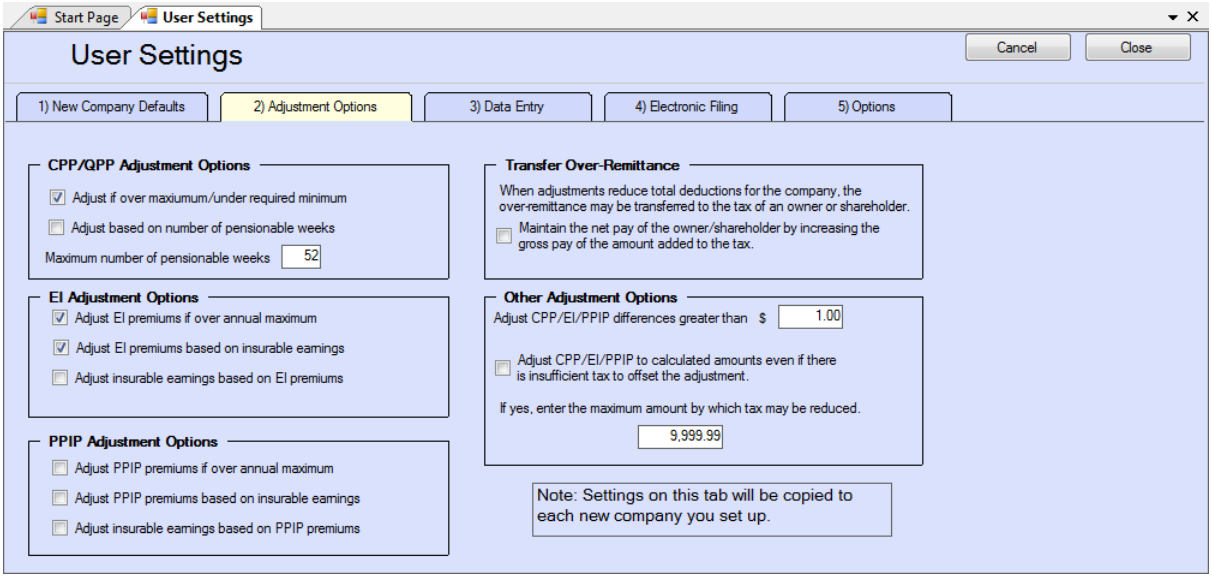
12.1.1 New Company Defaults Page

Complete the **New Company Defaults** page. This information will be automatically entered into each new company you set up. You may override these defaults for individual companies as you set them up.



12.1.2 T4 Adjustment Defaults Page

Complete the **T4 Adjustment Defaults** page. The information on this page will be copied to the **T4 Adjustment Options** page of the **Company Information** window for each new company. See further information in **Adjusting T4s** 97 regarding how to set the adjustments options to best suit your needs.


Start Page
User Settings
User Settings
Cancel
Close
1) New Company Defaults
2) Adjustment Options
3) Data Entry
4) Electronic Filing
5) Options
CPP/QPP Adjustment Options
Adjust if over maxiumum/under required minimum
Adjust based on number of pensionable weeks
Maximum number of pensionable weeks
52
EI Adjustment Options
Adjust EI premiums if over annual maximum
Adjust EI premiums based on insurable earnings
Adjust insurable earnings based on EI premiums
PPIP Adjustment Options
Adjust PPIP premiums if over annual maximum
Adjust PPIP premiums based on insurable earnings
Adjust insurable earnings based on PPIP premiums
Transfer Over-Remittance
When adjustments reduce total deductions for the company, the over-remittance may be transferred to the tax of an owner or shareholder.
Maintain the net pay of the owner/shareholder by increasing the gross pay of the amount added to the tax.
Other Adjustment Options
Adjust CPP/EI/PPIP differences greater than $
1.00
Adjust CPP/EI/PPIP to calculated amounts even if there is insufficient tax to offset the adjustment.
If yes, enter the maximum amount by which tax may be reduced.
9,999.99
Note: Settings on this tab will be copied to each new company you set up.

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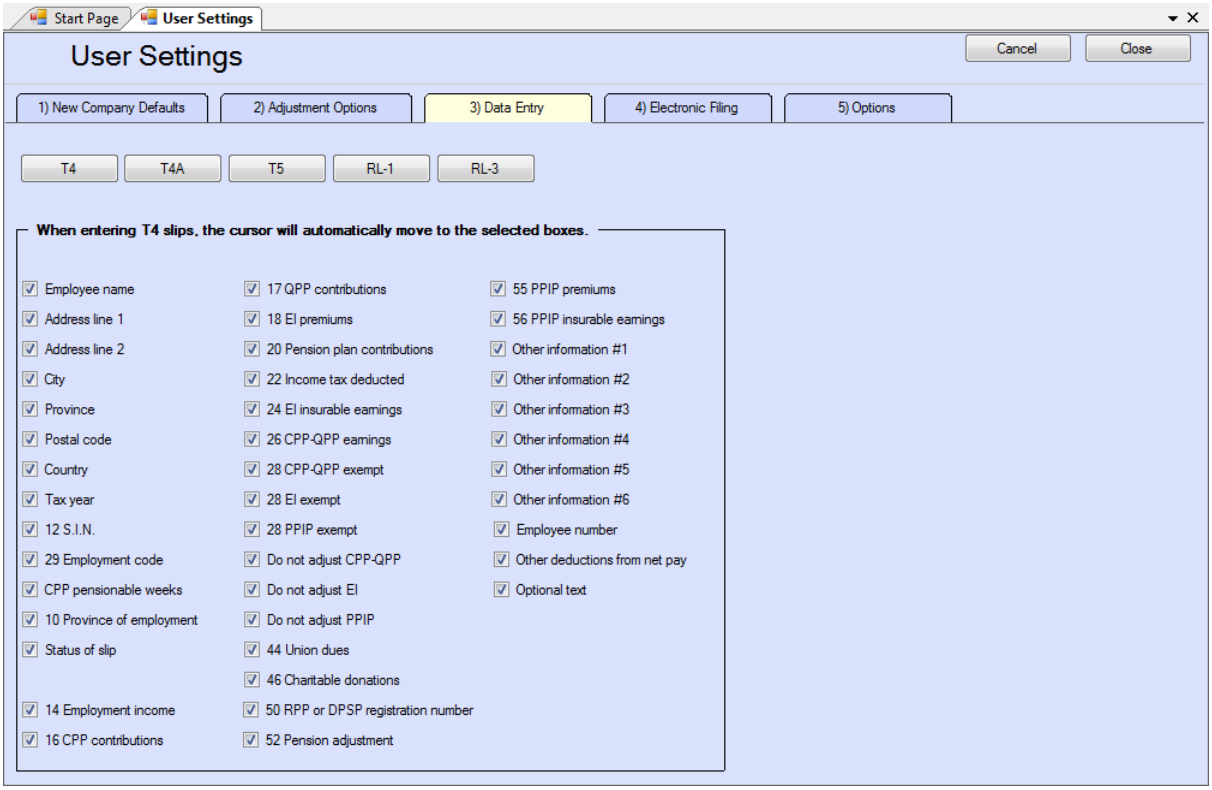
12.1.3 Data Entry Pages

Each of the data entry pages contains check boxes corresponding to the boxes on the data entry form. As you enter slip information, it may not be necessary for you to enter information into each box as some may be left blank or they may contain a default value. Place a check mark beside the name of each box where you want the cursor to stop and remove the check mark from beside any box where you do not require the cursor to stop.

The following is a sample of the T4 Data Entry page:



12.1.4 Electronic Filing Page

The **Electronic Filing** page contains information required by the system to submit information returns on diskette, CD, DVD, or via the Internet. Enter the name and address of the company responsible for transmitting the electronic filing data and the names and phone numbers for accounting and technical contacts. If CRA has assigned a Transmitter Number for federal forms, it should be entered. If you will be filing any Québec forms, you will need to complete all the fields in the Quebec section. See Electronic Filing Preparation 150 for further information regarding electronic filing.

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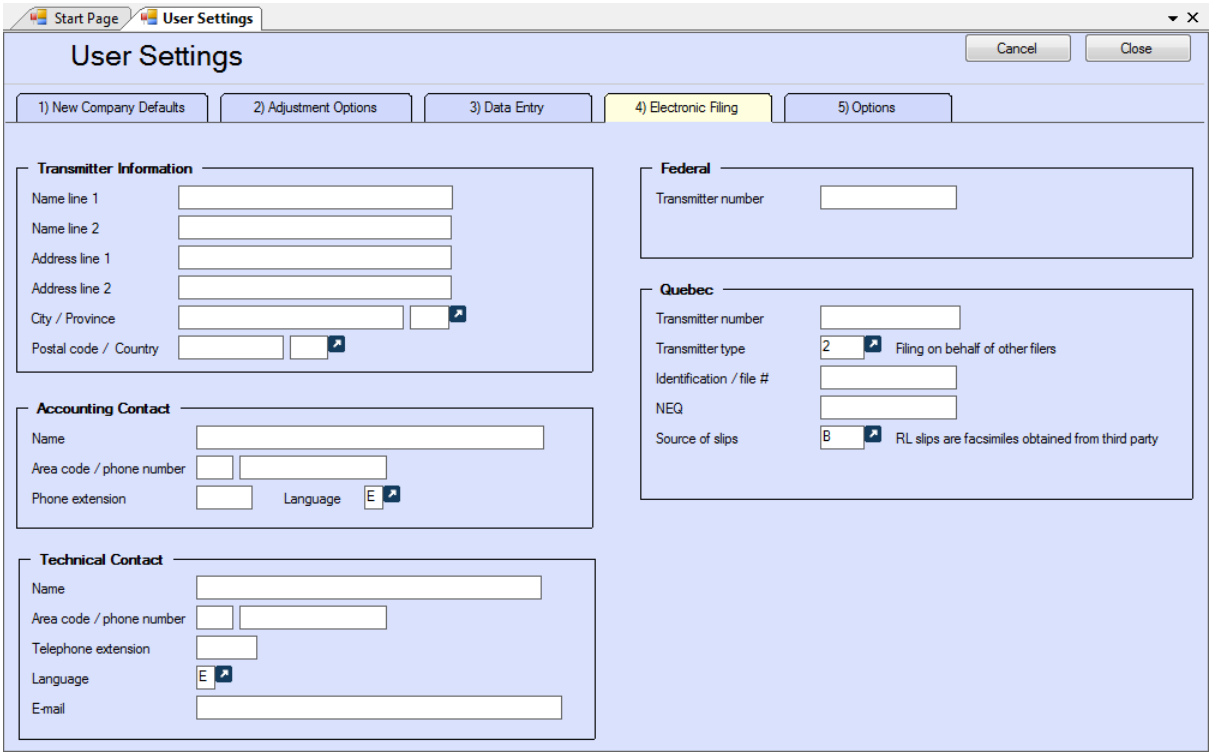

You do not have to submit a test file to CRA before filing your returns electronically. We have already received approval for the electronic filing format on your behalf.

All data fields on the left half of this screen as (with the exception of "Name line 2" and "Address line 2") well as the Transmitter Number must be filled to prevent errors from being reported when an electronic submission is created. If you also file Relevé returns all of the information in the "Quebec" section must also be entered.

Transmitter Information
Enter the information that describes your company, not the company for whom you will be preparing electronic returns (unless you are preparing electronic returns for your own company).

Accounting Contact
Enter name and contact information for the person capable of responding to accounting related inquiries from the CRA for returns submitted by this entity.

Technical Contact
Enter name and contact information for the person capable of responding to technical inquiries from the CRA for returns submitted by this entity.

Transmitter Number
The Transmitter Number is supplied by the CRA and is in the format:

MM*nnnnnn* (where *n* represents a numeric character)

Enter MM000000 into this field if you have not yet been assigned a Transmitter Number. Please note that "MM000000" can be used only when you have not already received a Transmitter Number from the CRA and cannot be used to log on to the CRA Internet Filing site.

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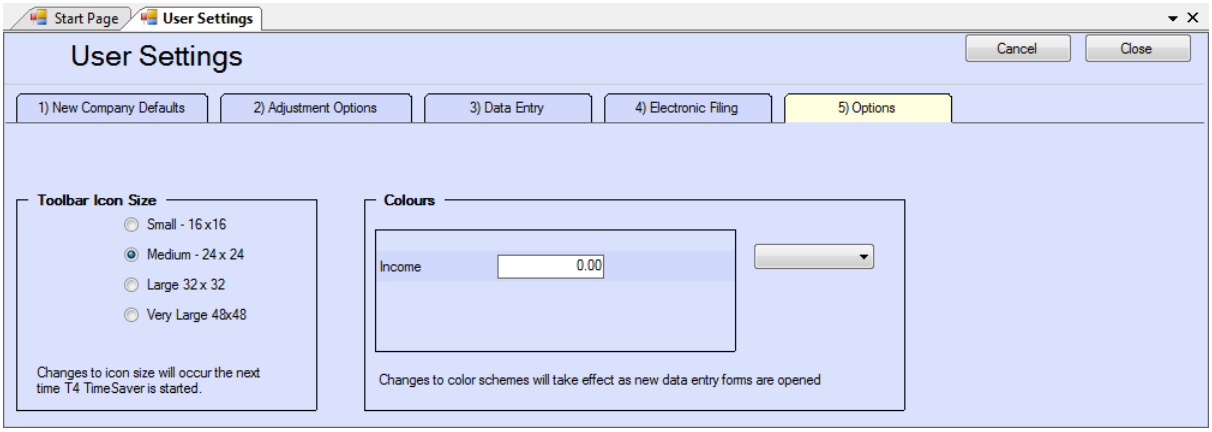
12.1.5 Options

This feature allows you to personalize your display.



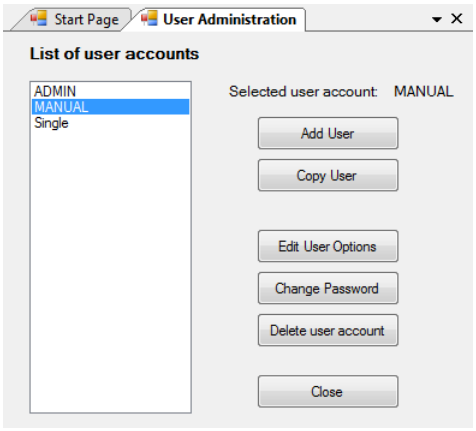
Toolbar Icon Size
Set to small, medium, large, or very large as desired.

Colours
Select a predefined colour scheme from the list, a preview of the colour scheme will be displayed for your review. If you select CUSTOM, you must then select both a background colour and band colour by clicking on the appropriate boxes and selecting from the colours displayed.

12.2 User Administration

T4 TimeSaver Plus & Enterprise Only

This feature is only available to the administrator logged in with the user name "ADMIN". The administrator is able to change the password for any user, as well as deleting a user account altogether.



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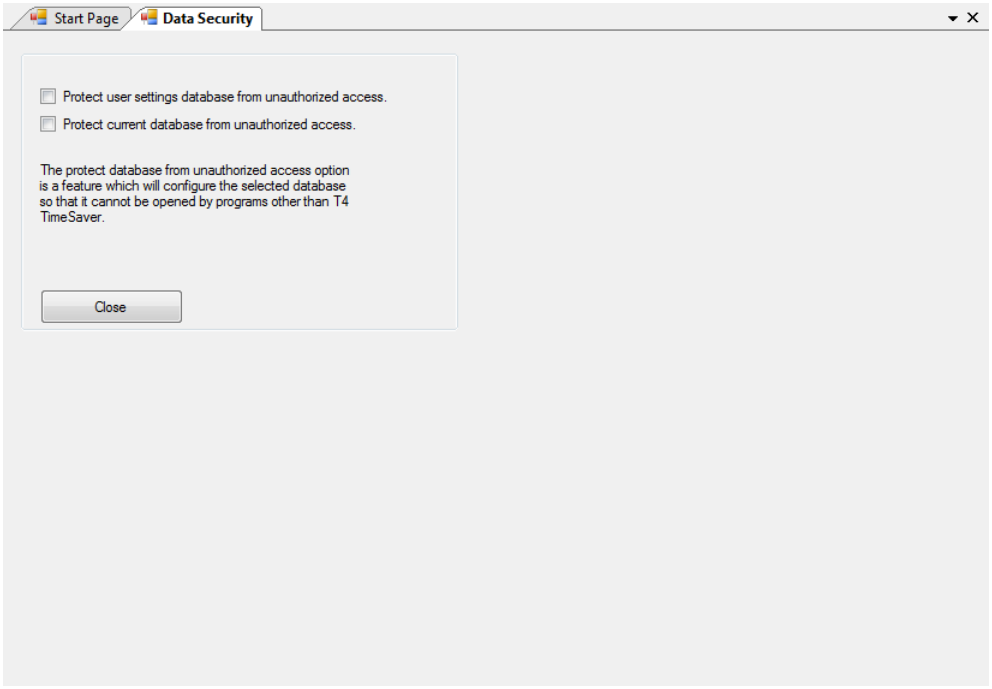
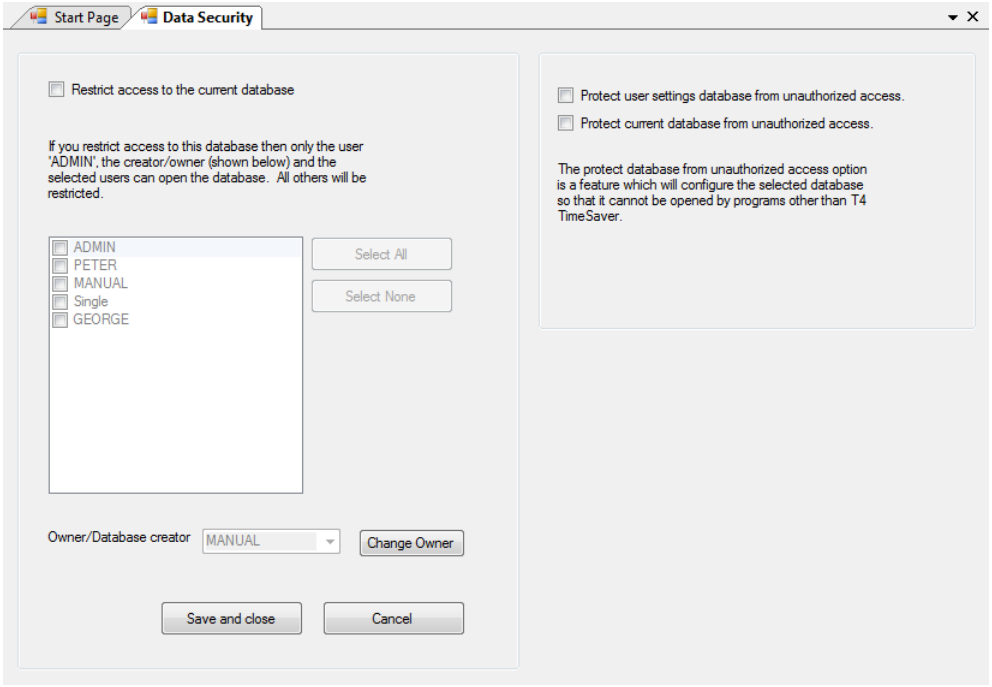
12.3 Data File Security


Start Page
Data Security
Protect user settings database from unauthorized access.
Protect current database from unauthorized access.
The protect database from unauthorized access option is a feature which will configure the selected database so that it cannot be opened by programs other than T4 TimeSaver.
Close

Data Security - Lite & Basic


Start Page
Data Security
Restrict access to the current database
If you restrict access to this database then only the user 'ADMIN', the creator/owner (shown below) and the selected users can open the database. All others will be restricted.
ADMIN
PETER
MANUAL
Single
GEORGE
Select All
Select None
Owner/Database creator
MANUAL
Change Owner
Save and close
Cancel
Protect user settings database from unauthorized access.
Protect current database from unauthorized access.
The protect database from unauthorized access option is a feature which will configure the selected database so that it cannot be opened by programs other than T4 TimeSaver.

Data Security - Plus & Enterprise

Use the Data File Security utility to restrict access to the current database to selected users. When the "Restrict access to the current database" option has been selected only users with a check beside their name will be able to access the database.

The user ADMIN is always able to set access restrictions for any database, regardless of ownership.

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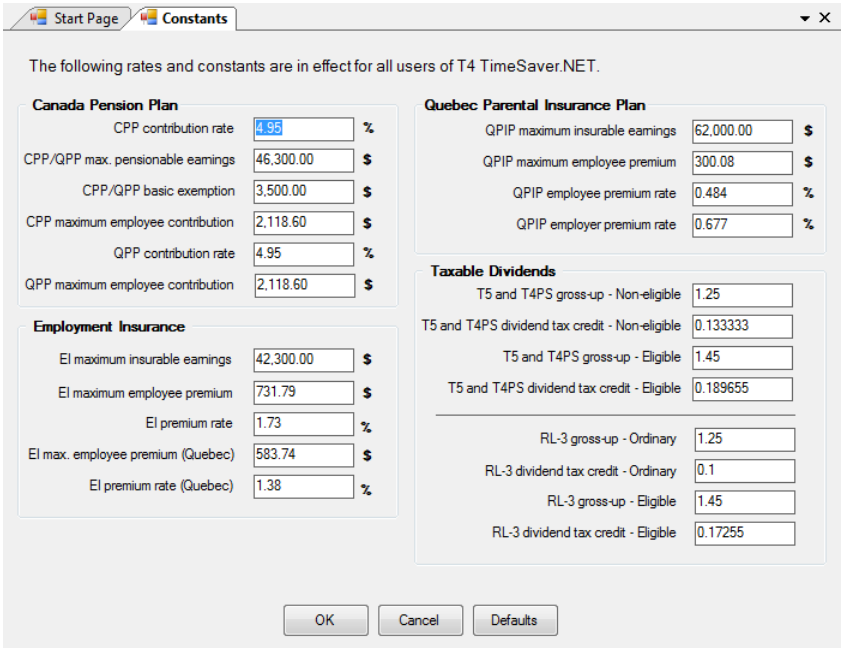
The owner of a database, typically its creator, has the ability to set access restrictions for that database. The ownership of any database can be changed to enable any other user the ability to set access restrictions.

12.4 Contribution Rates and Constants


Start Page
Constants
The following rates and constants are in effect for all users of T4 TimeSaver.NET.
Canada Pension Plan
CPP contribution rate 4.95 %
CPP/QPP max. pensionable earnings 46,300.00 $
CPP/QPP basic exemption 3,500.00 $
CPP maximum employee contribution 2,118.60 $
QPP contribution rate 4.95 %
QPP maximum employee contribution 2,118.60 $
Employment Insurance
EI maximum insurable earnings 42,300.00 $
EI maximum employee premium 731.79 $
EI premium rate 1.73 %
EI max. employee premium (Quebec) 583.74 $
EI premium rate (Quebec) 1.38 %
Quebec Parental Insurance Plan
QPIP maximum insurable earnings 62,000.00 $
QPIP maximum employee premium 300.08 $
QPIP employee premium rate 0.484 %
QPIP employer premium rate 0.677 %
Taxable Dividends
T5 and T4PS gross-up - Non-eligible 1.25
T5 and T4PS dividend tax credit - Non-eligible 0.133333
T5 and T4PS gross-up - Eligible 1.45
T5 and T4PS dividend tax credit - Eligible 0.189655
RL-3 gross-up - Ordinary 1.25
RL-3 dividend tax credit - Ordinary 0.1
RL-3 gross-up - Eligible 1.45
RL-3 dividend tax credit - Eligible 0.17255
OK
Cancel
Defaults

T4 TimeSaver comes set with the rates and constants set by legislation for 2009. Using this utility the rates and constants as required to enable preparation of returns using 2010 rates and constants when T4 TimeSaver 2010 is not yet available (ie: To submit returns after a business closing midway through 2010). Click the **Defaults** button to return all rates and constants to their 2009 legislated values.

This feature is available to any user in the Basic Version and the ADMIN user in the Plus version.

12.5 File Locations

This function displays a list of the folders used to store the files used by T4 TimeSaver. The administrator of the Plus version, logged in as "ADMIN", has the ability to allow users to set their own default data, PDF reports and/or XML filing folders, or require them to be located in a predetermined location. Removing the check mark in front of one of these options will cause that type of file location to be set only by the administrator (it would be grayed out to other users).

The **PDF File Options** are system wide selections to be used for all users and all reports. The administrator of the Plus and Enterprise versions, logged in as "ADMIN", has the ability to change these settings.

When designating locations, including the T4 TimeSaver installation folder, that exist on a network it will be necessary to ensure that the users have full read/write access to the specified location.

Click the **Restore Defaults** button restore the folder locations to the default settings.

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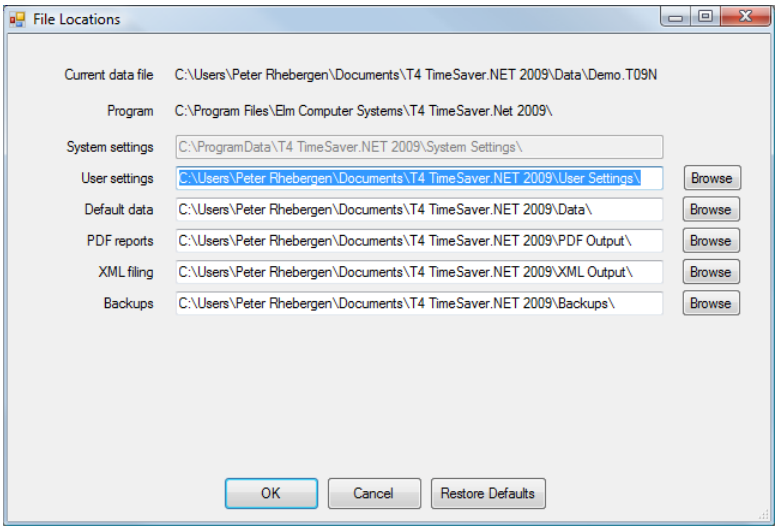
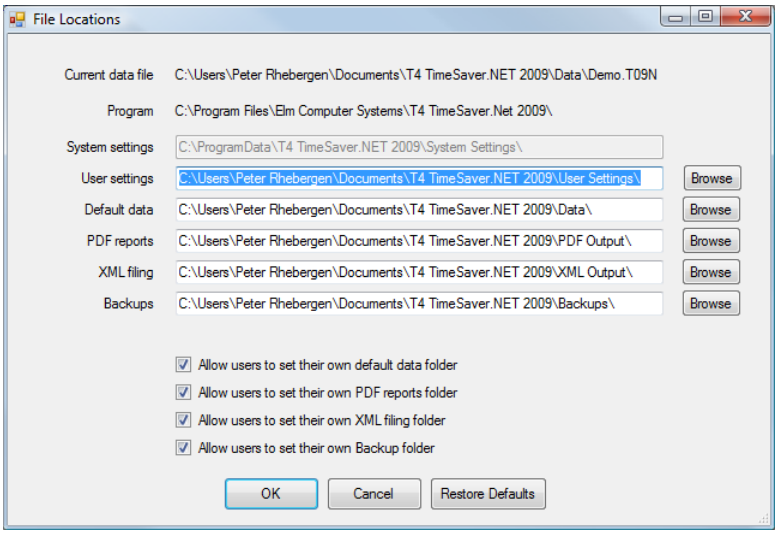


File Locations - Lite & Basic



File Locations - Plus & Enterprise

T4 TimeSaver Plus and T4 TimeSaver Enterprise add four additional options which enables the user ADMIN to give other users the right to modify the default file locations for their own T4 TimeSaver sessions. An option that is checked can be modified individually by each user while any option that is not checked can only be modified by the user ADMIN.

12.6 Change Authorization Code

This feature is available in the Basic version and, in the Plus version, to the administrator logged in with the user name "ADMIN". Use this feature to remove the current authorization code, allowing you to enter a new one. This would be used, for example, to upgrade from one version of T4 TimeSaver to another.

Use of this function does not affect the database containing any form data already entered.

Click **Yes** to delete the existing authorization code and exit the program. The next time T4 TimeSaver

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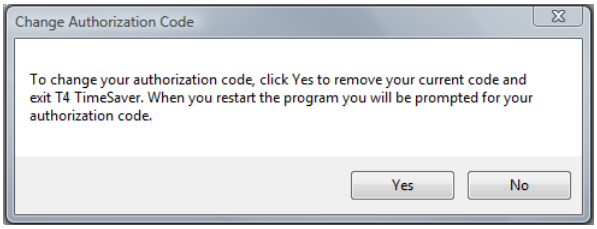
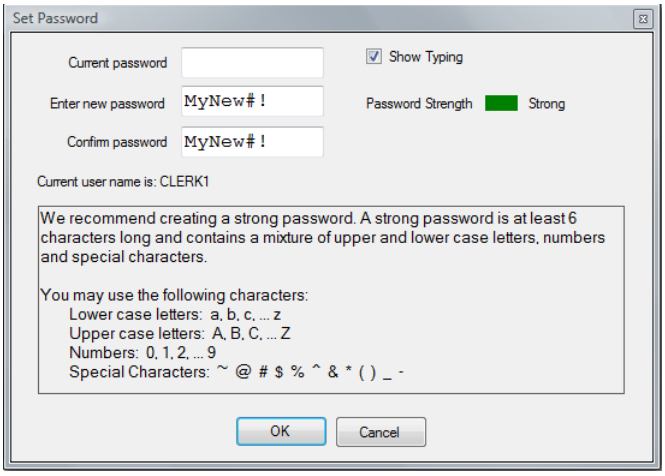
is started it will be unregistered and a new authorization code will need to be entered. Click **No** to cancel the function and return to T4 TimeSaver.


Change Authorization Code
To change your authorization code, click Yes to remove your current code and exit T4 TimeSaver. When you restart the program you will be prompted for your authorization code.
Yes
No

12.7 Change Your Password

T4 TimeSaver Plus & Enterprise Only

This feature allows a user of the Plus version to change their own password. Type in the current password, the new password and then confirm the new password by typing it again. Check the **Show Typing** box to display the password, leave it unchecked to display asterisks instead. Follow the instructions given for selecting a strong password. Press **OK** to implement the new password. Press **Cancel** to cancel the change and revert back to your current password. You will receive a confirming message.


Set Password
Current password
Show Typing
Enter new password
MyNew#!
Password Strength
Strong
Confirm password
MyNew#!
Current user name is: CLERK1
We recommend creating a strong password. A strong password is at least 6 characters long and contains a mixture of upper and lower case letters, numbers and special characters.
You may use the following characters:
Lower case letters: a, b, c, ... z
Upper case letters: A, B, C, ... Z
Numbers: 0, 1, 2, ... 9
Special Characters: ~ @ # $ % ^ & * ( ) _ -
OK
Cancel

If the current password has been forgotten, the administrator, logged in as "ADMIN", will need to use the **User Administration** 177 function of the **Setup** 33 menu to change the password for the user.

12.8 Edit Setup Files

12.8.1 System Settings

This feature allows the direct editing of the global system settings found in the **T4NET 2009.INI** file. The System Settings option should only be used under the supervision of ELM Technical Support.

12.8.2 Paths

This feature allows the direct editing of the file location settings found in the **T4NET Paths.INI** file. The Paths setup option should only be used under the supervision of ELM Technical Support.

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12.8.3 User Settings

This feature allows the direct editing of the session settings for the current user found in the ***username*** **.INI** file (where ***username*** designates the logon name of the current user). The User Settings option should only be used under the supervision of ELM Technical Support.

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Part XIII

13 Appendices

13.1 Data Backup

Routine backup procedures are essential to protect against data loss or corruption in any computerized system. Do not backup your data onto existing backup disks! If you should have a power failure while doing the backup, you would lose your previous backup as well.

Backup Data Files
Copy the .T09N database(s) to a CD, DVD, separate hard drive or other data storage device, using Windows Explorer or other file copying software. The current database name appears in the very top bar of the T4 TimeSaver window. Be sure to close the database before attempting to back it up.

Restoring Data Files
Copy the stored backup of the database back to the working directory using Windows Explorer.

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13.2 Technical Notes

Data Storage

T4 TimeSaver stores the data you enter in MS Access database files having the extension ".t09N". The company information is stored within the database in a table called "Company", one record per company. There is also a table within the database for each type of slip and Summary form. Data is stored in these tables, one record per employee, and connected to the company information by a company number assigned by the system.

The file T4NET 2009.INI is stored in the system settings folder and, among other things, stores the authorization number. There will be additional file(s) containing various user and machine related information stored in the user settings directory. If you have the single user version of T4 TimeSaver the file will be named SINGLE.INI. If you have the network version of the program, there will be a separate file for each user and the files will be named USER.INI, where user is the user name entered when starting T4 TimeSaver.

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13.3 Common Problems

1. "I get the message 'Company is locked by user ', but there are no other stations using the T4 TimeSaver." or "The user named is not currently using the program."
This problem typically occurs when a database is left open after the program is finished with it. If you are sure that the user being named is not using T4 TimeSaver already and that the company is not in use at another workstation, you can answer "Yes" and unlock the company. If this does not solve the problem, select Unlock all companies from the Company menu.

2. "The system is not calculating CPP properly. How do I enter the number of pensionable weeks?"
This is one of the most common problems encountered by users of the T4 TimeSaver. Most likely, the problem stems from a failure to properly set up the adjustment options. Access the company profile by selecting Edit company information from the Company menu. Then select the T4 Adjustment Options tab. There are two adjustment options involving CPP:

Adjust CPP if over maximum or under minimum
Adjust over/under paid CPP to tax based on number of pensionable weeks.

The first option provides only a rough adjustment. It will either adjust CPP up to the minimum or down to the maximum. If it falls in between these two, it will not be changed. This option was implemented for situations where it is not desirable to enter the number of pensionable weeks on each T4 slip. Because the system does not have the number of weeks available to calculate prorated CPP exemptions (if any), it must assume that there is no exemption. The calculated CPP may therefore be higher when this option is used.

The second option requires you to enter the number of pensionable weeks on each T4 slip, defaulting to the value entered for this option. Thus the program has enough information to calculate prorated exemptions, and a more exact adjustment results.

4. "EI insurable earnings is not printing even when I have entered a value in Box 24."
If the EI insurable earnings is equal to gross pay or if it is equal to zero, CRA Taxation asks that the EI insurable earnings not be printed, leaving Box 24 blank in such cases. This is not a problem with T4 TimeSaver and we have checked with CRA Taxation to ensure that the system is functioning properly.

5. "I have installed an update but the new features do not appear to be available or functioning"
Check the version number of the T4 TimeSaver you are running by selecting About T4TimeSaver from the Help menu. Make sure that the revision number and date correspond to the update you have installed. If it is not, the most likely problem is that you have installed the new version of the program into a different directory than you did the first time. Run the update program again and select the appropriate installation directory. Also, if you are starting the program from an icon on your desktop, make sure that this shortcut is pointing to the correct location. Alternatively, in a network environment, you may have some workstations where the program was installed to a local hard disk. In this case, the update program will have to be installed on the workstation's local hard disk as well. If none of the previous suggestions resolve the problem please ensure that all users have exited the T4 TimeSaver and try installing the update once again.

7. "I get the message, 'Cannot execute external program regedit.exe' when installing the program."
The installation program needs to be able to find the file regedit.exe. It is normally in your Windows directory. The solution is to make sure that regedit.exe is in the Windows directory and that there is a path set to that directory. The path is usually set in the autoexec.bat. See your systems administrator for help if needed.

8. "My computer hangs when I start up T4 TimeSaver" or "My computer hangs when I start up the program and enter the user name"

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This indicates that the file USERYY.MDB is likely damaged. You can delete the files USERYY.MDB and USERYY.BK*. You will then need to set up the user names again. If you have a large number of users, you may wish to attempt repairing the USERYY.MDB database. To do this, rename USERYY.MDB. Then startup T4 TimeSaver. Select Repair Database from the Tools menu and point to the renamed file. Once it is repaired, you can rename it back to USERYY.MDB. (YY indicates the two digit year of the program.)

9. "I get the message, 'The OLE system files are in-use and cannot be updated. This installation must restart Windows to update OLE before it can continue. Press Yes to restart Windows and continue the installation, or press No to exit the installation.' when installing the program."

This message is typically displayed when you are installing to a network directory on a Novell network (although similar messages may be displayed if you are installing to other network operating systems) and you do not have sufficient rights to modify the contents of the network directory. To resolve the problem log on to the network as an administrator and run the installation program again.

10. Network Administrator Installation and/or T4NETNODE installation don't appear to be working properly

After a Network Administrator Installation you may encounter unexpected errors or erratic performance on Windows XP (dependant upon the logon credentials were used for installation) and on Windows Vista and Windows 7 (because of UAC - User Account Control). To prevent either user credentials or UAC from interfering with the T4NETNODE installation follow these steps:

1. Open the folder containing the T4 TimeSaver Network Administrator installation and right-click on **T4NETNODE.EXE**
2. From the menu, choose the option to "Run as administrator"
3. **T4NETNODE** installation will begin

Other Problems

a) Miscellaneous data problems:

· run the **Repair Database** function found in the **File** menu on your data.

b) Miscellaneous printing problems:

· turn both the computer and the printer off, wait a minute, and turn them both on again.

· check to see that a printer is connected to your computer and that the cables are snug.

. ensure that the most recent printer driver for your operating system has been installed, printer drivers are generally available from the printer manufacturer's website.

c) Miscellaneous installation problems

. ensure that no other software is running during installation of T4 TimeSaver such as anti-virus software or programs that start with Windows

. restart your computer to eliminate any potential memory corruption issues.

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13.4 Province/Sate Codes

The following abbreviations apply to the provinces of Canada:

NL - Newfoundland
LB - Labrador
PE - Prince Edward Island
NS - Nova Scotia
NB - New Brunswick
QC - Québec
ON - Ontario
MB - Manitoba
SK - Saskatchewan
AB - Alberta
BC - British Columbia
NT - Northwest Territories
NU - Nunavut
YT - Yukon Territories

The following abbreviations apply to the states of the USA:

AL - Alabama
AK - Alaska
AR - Arizona
AR - Arkansas
CA - California
CO - Colorado
CT - Connecticut
DE - Delaware
DC - District of Columbia
FL - Florida
GA - Georgia
HI - Hawaii
ID - Idaho
IL - Illinois
IN - Indiana
IA - Iowa
KS - Kansas
KY - Kentucky
LA - Louisiana
ME - Maine
MD - Maryland
MA - Massachusetts
MI - Michigan
MN - Minnesota
MS - Mississippi
MO - Missouri
MT - Montana
NE - Nebraska
NH - New Hampshire
NJ - New Jersey
NM - New Mexico
NY - New York
NV - Nevada
NC - North Carolina
ND - North Dakota
OH - Ohio
OK - Oklahoma
OR - Oregon
PA - Pennsylvania
RI - Rhode Island
SC - South Carolina
SD - South Dakota
TN - Tennessee
TX - Texas
UT - Utah
VT - Vermont
VA - Virginia
WA - Washington
WV - West Virginia
WI - Wisconsin
WY - Wyoming

Use the code "ZZ" for instances where none of the above apply.

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13.5 Country Codes

The following abbreviations apply to commonly used countries:

ARG - Argentina
AUS - Australia
AUT - Austria
BHS - Bahamas,The
BHR - Bahrain
BGD - Bangladesh
BRB - Barbados
BEL - Belgium
BMU - Bermuda
BRA - Brazil
VGB - British Virgin Islands
CMR - Cameroon
CAN - Canada
CYM - Cayman Islands
CHL - Chile
CHN - China, People's Republic of
COLA - Columbia
SUN - Commonwealth of Independent States
CIV - Ivory Coast
CYP - Cyprus
DANK - Denmark
DOM - Dominican Republic
EGY - Egypt
FIN - Finland
FRA - France
DEU - Germany, Federal Republic of
GRC - Greece
GRD - Grenada
GUY - Guyana
HKG - Hong Kong
ISL - Iceland
IND - India
IDN - Indonesia
IRL - Ireland
ISR - Israel
ITA - Italy
JAM - Jamaica
JPN - Japan
KEN - Kenya
KOR - Korea, Republic of (South)
LBN - Lebanon
BLZ - Leeward & Windward Islands & Belize
LBR - Liberia
LIE - Liechtenstein
LUX - Luxembourg
MYS - Malaysia
MLT - Malta
MEX - Mexico
MAR - Morocco
NLD - Netherlands
ANT - Netherlands Antilles
NZL - New Zealand
NGA - Nigeria
NOR - Norway
PAK - Pakistan
PAN - Panama
PNG - Papua New Guinea
PHL - Philippines
POL - Poland
PRT - Portugal
PRI - Puerto Rico
ROM - Romania
SAU - Saudi Arabia
SEN - Senegal
SYC - Seychelles
SLE - Sierra Leone
SGP - Singapore
ZAF - South Africa
ESP - Spain
LKA - Sri Lanka
SWE - Sweden
CHE - Switzerland
TWN - Taiwan (Republic of China)
THA - Thailand
TTO - Trinidad and Tobago
TUN - Tunisia
TUR - Turkey
ARE - United Arab Emirates
GBR - United Kingdom
USA - United States
URY - Uruguay
VEN - Venezuela
VIR - Virgin Islands (US)
YUG - Yugoslavia
ZMB - Zambia

Use the code "OMC" for instances where none of the above apply.

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13.6 Layout of Import FIles

T4 TimeSaver Plus & Enterprise Only
(Both the T4 TimeSaver demo and T4 TimeSaver Basic will import the first three records of an Excel file for evaluation purposes)

Instructions
1. Cell A1 must identify the contents of the data to be imported. Designate the type of data being imported by entering the appropriate keyword from those shown in this table into cell A1 (use of the same keyword in every other cell in column A is optional).

Enter this text...	If the row contains...
COMPANY	Company information
T4	T4 and/or RL-1 slip information
T4A	T4A slip information
T5	T5 and/or RL-3 slip information
T4PS	T4PS information
NR4	NR4 information
T4ANR	T4A-NR information
T4AP	T4AP information
T4ARCA	T4ARCA information
T2200	T2200 information
T2202A	T2202A information
T1204	T1204 information
T5013	T5013 information
T5018	T5018 information
R2	RL-2 information
R8	RL-8 information
R15	RL-15 information
R17	RL-17 information
R25	RL-25 information

- 2. The sample Excel sheet below shows a typical layout for importing both company and T4 data:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
T4	LASTNAME	FIRSTNAME	INITIAL	ADDRESS1	ADDRESS2	CITY	PROV	POSTAL	COUNTRY	SIN	TAXYEAR	INCOME	COMPANY.NAME1
T4	Aarons	Aldo	A	1 Apple Court	Apt. 1	Acton	ON	A1A1A1	CAN	123456789	2009	10,000.00	ABCDE Company
T4	Brown	Bob		2 Birch Street		Barrie	ON	B2B2B2	CAN	234567890	2009	20,00.20	ABCDE Company
T4	Clark	Carl	C	3 Cedar St.		Collingwood	ON	C3C3C3	CAN	345678901	2009	33,333.33	ABCDE Company
T4	Dickson	Daryl	D	4 Delaware Dr.	Suite 4	Durham	ON	D4D4D4	CAN	456789012	2009	4,000.00	ABCDE Company
T4	Emery	Ellen	E	5 Everett Ct.		Ewing	ON	E5E5E5	CAN	567890123	2009	55.05	ABCDE Company
T4	French	Fred		6 Fir Drive		Fergus	ON	F6F6F6	CAN	678901234	2009	6,000.60	FGH Corporation
T4	Gundeson	George	G	7 Gray Road	Unit 7	Grimsby	ON	G7G7G7	CAN	789012345	2009	777.00	FGH Corporation
T4	Henstock	Hazel	H	8 Hettersley Circle		Hamilton	ON	H8H8H8	CAN	890123456	2009	88,008.80	FGH Corporation

There is no need to include columns for every heading listed in the appendix, Only include the headings for which you have data. Additionally, if you have a column of data in your spreadsheet that you do not wish to import, you can either delete the column, or give it the heading "NULL". Any column headed NULL will be ignored by the import process. Sample import file templates can be accessed through the menu path: TOOLS > IMPORT DATA > OPEN EXCEL TEMPLATES.

A common problem to watch out for when creating an import file is the presence of empty cells to the right or below the data cells. To determine whether or not this is true in your case, press CTRL + END in the data sheet. If your cursor lands anywhere but on the final data cell your import will fail. To correct

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this problem, simply copy and paste your data cells into a new sheet and import from that sheet.

COMPANY.NAME1 - Enterprise Only
The COMPANY.NAME1 is an optional field and is used exclusively by T4 TimeSaver Enterprise to enable importing data for multiple payers/employers/companies. To use this field simply enter the name of a company already existing in the T4 TimeSaver database for each slip to be imported to that company and the data will be saved to the appropriate company during import. COMPANY.NAME1 is a text field that can contain up to 30 characters.

13.7 Headings for Import Files

T4 TimeSaver Plus & Enterprise Only

Keywords are used as column headings by the import function to identify the information in the column. Generally, each keyword is the name of a field in a TimeSaver table. A special keyword, NULL, can be used to cause the import to ignore a column.

Text fields are alphanumeric fields with a specified maximum size. If the data to be imported exceeds the maximum size, an error message will be given and the import process will be halted. Generally, the alphanumeric fields may contain letters, numbers, spaces and punctuation. In some cases, they must be in upper case (such as province codes, postal codes and country codes). In other fields, mixed case is acceptable.

Yes/No fields. Acceptable values for Yes are Y, YES, or -1. Acceptable values for No are N, NO or 0.

Currency fields are dollar amounts. They should be formatted with a decimal between the dollars and cents; if there is no decimal, an even dollar amount is assumed. The absolute maximum value that can be imported into any field is 999,999,999,999.99.

Integer fields are numeric whole numbers from 1 to the limit of the field. They must be entered without decimals or commas; for example, 1234.

Some fields have default values that will be used if the field is not present in the import file. These are listed in the Comments, Example and Defaults column in **bold** print.

See **Import from Excel File** 165 for sample layout.

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13.7.1 Headings for Company

T4 TimeSaver Plus & Enterprise Only

Headings for Company Information

Cell A of each row of data to import must contain "COMPANY"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Line 1 of company name	Text, 35	
NAME2	Line 2 of company name	Text,30	
CAREOF	Care of line of address	Text,30	
ADDRESS1	Line 1 of address	Text,30	
ADDRESS2	Line 2 of address	Text,30	
CITY	City	Text,28	
PROV	Province code	Text,2	ON, QC, BC…
POSTAL	Postal code (including space)	Text,10	
COUNTRY	Country code	Text,3	**CAN**, USA...
DEFPROVEMP	Usual province of employment	Text,2	
ACCOUNTNO	Business number	Text,15	
TAXCENTRE	Taxation centre	Text,13	
IDNOQ	Québec Identification number and file number (Format 1234567890RS0001)	Text,16	
NEQ	Québec Enterprise number	Text,16	

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13.7.2 Headings for NR4

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "NR4"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1 (code 3, 4 & 5)	Text, 30	Required field
NAME2	Recipient name line 2 (code 3, 4 & 5)	Text, 12	
LASTNAME1	First recipient last name (code 1 & 2)	Text, 30	Required field
FIRSTNAME1	First recipient first name (code 1 & 2)	Text, 12	
INITIAL1	First recipient middle initial (code 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (code 1 & 2)	Text, 30	
FIRSTNAME2	Second recipient first name (code 1 & 2)	Text, 30	
INITIAL2	Second recipient middle initial (code 1 & 2)	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
TAXYEAR	Year (box 10)	Integer,4	2008, **2009**, etc.
RECTYPE	Recipient Type (box 11)	Text, 1	1, 2, 3, 4 or 5
COUNTRYCODE	Country code (box 12)	Text, 3	
PAYERID	Payer or remitter Identification Number	Text, 20	
SIN	Foreign Social Security or Insurance No.	Text, 20	
INCOMECODE1	Income Code (box 14)	Text, 2	02, 03, etc.
CURRENCYCODE1	Currency code (box 15)	Text, 3	CAD, USD, etc.
INCOME1	Gross Income (box 16)	Currency	
TAX1	Non-resident tax withheld (box 17)	Currency	
EXEMPTIONCODE1	Exemption code (box 18)	Text, 1	I, C, etc.
INCOMECODE2	Income Code (box 24)	Text, 2	02, 03, etc.

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Heading	Description	Type, max. size	Comments, Examples & Defaults
CURRENCYCODE2	Currency code (box 25)	Text, 3	CAD, USD, etc.
INCOME2	Gross Income (box 26)	Currency	
TAX2	Non-resident tax withheld (box 27)	Currency	
EXEMPTIONCODE2	Exemption code (box 28)	Text, 1	I, C, etc.
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.3 Headings for T4 & RL1

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Employee last name	Text, 30	Required field
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
SIN	Social insurance number (box 12)	Text, 9	
PROVEMP	Province of employment (box 10)	Text, 2	
EMPNUM	Employee number, reference number	Text, 20	
EMPCODE	Employment code (box 29)	Text, 2	
CPPWEEKS	Weeks eligible for CPP	Numeric, 4	**52.00**, 52.5, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
TAXYEAR	Taxation year	Integer, 4	**2009**
INCOME	Employment income (box 14)	Currency	
CPP	CPP contributions (box 16)	Currency	
QPP	QPP contributions (box 17, B)	Currency	
EI	EI premiums (box 18, C)	Currency	
RPP	Reg. Pension plan contr. (box 20)	Currency	
TAX	Federal income tax deducted (box 22)	Currency	
EIEARN	EI insurable earnings (box 24)	Currency	
CPPEARN	CPP pensionable earnings (box 26)	Currency	
CPPEXEMPT	CPP exempt (box 28)	Yes/No	
EIEXEMPT	EI exempt (box 28)	Yes/No	
PPIPEXEMPT	PPIP exempt (box 28)	Yes/No	

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Heading	Description	Type, max. size	Comments, Examples & Defaults
NOCPPADJUST	Do not adjust CPP	Yes/No	**No**
NOEIADJUST	Do not adjust EI	Yes/No	**No**
NOPPIPADJUST	Do not adjust PPIP	Yes/No	**No**
UNION	Union dues (box 44)	Currency	
CHARITABLE	Charitable donations (box 46)	Currency	
PENSIONNO	RPP/DPSP number (box 50)	Text, 7	
PENSION	Pension adjustment (box 52)	Currency	
PPIP	PPIP premiums (box 55, H)	Currency	
PPIPEARN	PPIP earnings (box 56, I)	Currency	
OTHERCODE1	Other information code #1	Text, 2	
OTHERAMT1	Other information amount #1	Currency	
OTHERCODE2	Other information code #2	Text, 2	
OTHERAMT2	Other information amount #2	Currency	
OTHERCODE3	Other information code #3	Text, 2	
OTHERAMT3	Other information amount #3	Currency	
OTHERCODE4	Other information code #4	Text, 2	
OTHERAMT4	Other information amount #4	Currency	
OTHERCODE5	Other information code #5	Text, 2	
OTHERAMT5	Other information amount #5	Currency	
OTHERCODE6	Other information code #6	Text, 2	
OTHERAMT6	Other information amount #6	Currency	
NETPAYOTHER	Other deductions from Net Pay	Currency	For net pay calc.
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
Additional headings for RL-1 fields:			
CODEBOXOR1	Code for Box O	Text, 2	
SLIPSTATUSR1	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
IDNOQ	Recipient Quebec identification number	Numeric,10	
ISBUSINESS	Recipient is business	Yes/No	**No**

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Heading	Description	Type, max. size	Comments, Examples & Defaults
INCOMER1	Employment income (box A)	Currency	
RPPR1	Reg. Pension plan contr. (box D)		
TAXR1	Québec income tax deducted (box E)	Currency	
UNIONR1	Union dues (box F)	Currency	
QPPEARN	QPP pensionable earnings (box G)	Currency	
HEALTHR1	Private health insurance (box J)	Currency	
TRAVELR1	Travel (box K)	Currency	
OTHERTBR1	Other taxable benefits (box L)	Currency	
COMMISSIONS	Employment commissions (box M)	Currency	
CHARITABLER1	Charitable donations (box N)	Currency	
OTHERINC	Other taxable income (box O)	Currency	
INSURANCE	Multi-employer insurance (box P)	Currency	
DEFERRED	Deferred salary (box Q)	Currency	
INDIANINC	Exempt income for an Indian (box R)	Currency	
TIPS	Tips received (box S)	Currency	
TIPSALLOCATED	Tips allocated (box T)	Currency	
PHASEDRETIRE	Phased retirement (box U)	Currency	
HOUSING	Meals and accommodation (box H)	Currency	
AUTOR1	Personal use of auto (box W)	Currency	
FNOTE1R1	Footnote #1	Text, 30	
FNOTE2R1	Footnote #2	Text, 30	
FNOTE3R1	Footnote #3	Text, 30	
NETPAYOTHERR1	Other deductions from Net Pay	Currency	For net pay calc.
TEXTATTOPR1	Optional text to print at top of slip	Text, 15	
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.4 Headings for T4A

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4A"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Employee last name	Text, 30	Required field
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
YEAR	Year	Integer, 4	**2009**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
SIN	Social insurance number (box 12)	Text, 9	
FNOTECODE	Footnote code (box 38)	Text, 2	
RECBN	Recipient Business No. (1st 9 digits)	Text, 9	
RECIPIENTNO	Recipient's number (box 14)	Text, 12	
CORPNAME1	Recipient corporation name line 1	Text, 30	
CORPNAME2	Recipient corporation name line 2	Text, 30	
FNOTE1	Footnote #1	Text, 30	
FNOTE2	Footnote #2	Text, 30	
FNOTE3	Footnote #3	Text, 30	
SUPER	Pension or superannuation (box 16)	Currency	
LUMPSUM	Lump-sum payments (box 18)	Currency	
SELF	Self-employed commissions (box 20)	Currency	
TAX	Income tax deducted (box 22)	Currency	
ANNUITIES	Annuities (box 24)	Currency	
RETIRING	Eligible retiring allowances (box 26)	Currency	

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Heading	Description	Type, max. size	Comments, Examples & Defaults
RETIRINGNON	Non-eligible retiring allowances (box 27)	Currency	
OTHER	Other income (box 28)	Currency	
PATRONAGE	Patronage allocations (box 30)	Currency	
PAST	RPP contributions (past service)(box 32)	Currency	
PENSION	Pension adjustment (box 34)	Currency	
PENSIONNO	Pension plan reg. number (box 36)	Text, 19	
RESPACCUM	RESP accum. income payments (box 40)	Currency	
RESPED	RESP educational assist. pay'ts (box 42)	Currency	
CHARITABLE	Charitable donations (box 46)	Currency	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**

The following fields are for magnetic media filers only. Consult CRA's magnetic media specifications for details. On printed T4A slips, most of this information is included as footnotes. However, the T4 TimeSaverimport procedure will NOT create footnotes from this information. To import footnotes that will appear on printed slips, use the headings FNOTE1, FNOTE2 and FNOTE3 above.

BOX16CODE	Box 16 code	Integer,2	0, 9, 13, 14
BOX18CODE	Box 18 code	Integer, 2	2, 8, 9, 10, 13, 14
BOX24CODE	Box 24 code	Integer, 2	0, 10, 13, 15
BOX26CODE	Box 26 code	Integer, 2	0, 14
BOX27CODE	Box 27 code	Integer, 2	0, 14
BOX28CODE	Box 28 code	Integer, 2	see Guide
BOX32CODE	Box 32 code	Integer, 2	see Guide
BOX40CODE	Box 40 code	Integer, 2	0, 22
FNOTEDESC	Footnote description area	Text, 60	
UNREGPEN	Unregistered pension plan	Currency	
SIPENSION	Status Indian-pension or superannuation	Currency	
LUMPSUMACC	Lump-sum pymt. accrued to 12/31/97	Currency	
LUMPSUMSI	Status Indian - Lump-sum payments	Currency	
LUMPSUMRPP	Lump-sum payments (RPP-not eligible)	Currency	
LUMPSUMDPSP	Lump-sum payments (DPSP-not eligible)	Currency	
LUMPSUMNONRES	Lump-sum pymt. (non-resident services)	Currency	

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Heading	Description	Type, max. size	Comments, Examples & Defaults
LUMPSUMUNREG	Lump-sum pymt. (unreg'd pension ben.)	Currency	
LUMPSUMNOTRANS	Lump-sum pymt. (not eligible for trans.)	Currency	
DPSPANNUITY	Instalment or annuity pymt. under DPSP	Currency	
IAACANNUITY	IAAC annuity	Currency	
RETIRINGSI	Status Indian-eligible retiring allowance	Currency	
RETIRINGNONSI	Status Indian-non-elig. retiring allowance	Currency	
OTHERSI	Status Indian - other income	Currency	
OTHERDPSP	Instalment / annuity under revoked DPSP	Currency	
BOARDSITE	Board and lodging at special work sites	Currency	
MEDTRAVEL	Medical travel	Currency	
LOANBENEFIT	Loan benefit under subsection 80.4(2)	Currency	
RESEARCH	Research Grants	Currency	
SCHOLARSHIP	Scholarships, fellowships, or bursaries	Currency	
WAGELOSS	Income from wage loss plans	Currency	
DEATHBENEFIT	Death benefits	Currency	
MEDBENEFIT	Medical Premium benefit	Currency	
DISABILITY	Disability benefits	Currency	
GROUPTERMLIFE	Group Term Life Insurance Benefit	Currency	
VETERANSBENEFIT	Veteran's benefits	Currency	
APPRENTICESHIPINCENTIVE	Apprenticeship Incentive Grant	Currency	
TAXDEFPATDIVIDENDS	Tax deferred patronage dividends	Currency	
RPPPRE1990	RPP (pre-1990 past service)	Currency	
REGISTEREDDISABILITY	Registered disability savings plan	Currency	
WAGEEARNERPROTECTION	Wage earner protection program	Currency	
VARIABLEPENSION	Variable pension benefits	Currency	
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.5 Headings for T4A -NR

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4ANR"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name (type 1)	Text, 30	Required field
FIRSTNAME	Recipient first name (type 1)	Text, 12	
INITIAL	Recipient middle initial (type 1)	Text, 1	
NAME	Recipient name (type 3, 4 & 5)	Text, 30	Required field
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country	Text, 3	USA
YEAR	Taxation Year	Integer, 4	**2009**
RECTYPE	Recipient Code (box 11)	Text, 1	**1**, 3, 4 or 5
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
BN	Business Number (Box 13)	Text, 15	
INCOME	Income (box 18)	Currency	
TRAVEL	Travel (box 20)	Currency	
TAX	Income tax deducted (box 22)	Currency	
REDUCTION	Reduction authorized (box 23)	Text, 1	1
SERVICESCITY	City where services rendered	Text, 32	
SERVICESPROV	Province where services rendered	Text, 2	
DAYSINCANADA	Number of days recipient was in Canada	Integer	Max. of 366
FOREIGNSIN	Foreign Social security number (box 14)	Text, 20	
SIN	Canadian social insurance number (box 12)	Text, 9	
PROFNAME	Professional name (box 16)	Text, 30	
INDUSTRYCLASSCODE	Non-resident's service industry	Text, 4	
COUNTRYRES	Country of Residence	Text, 3	USA

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Heading	Description	Type, max. size	Comments, Examples & Defaults
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.6 Headings for T4AP

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4AP"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
YEAR	Tax year	Interger, 4	20**09**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
NUMOFMONTH	Number of month (box 21)	Integer, 2	
EFFECTIVEDATE	Effective date (box 13)	Date, mmm dd,, yyyy	**Aug 03, 2009**
TAXABLECPP	Taxable CPP benefits (box 20)	Currency	
INCOMETAX	Income tax deducted (box 22)	Currency	
RETIREMENT	Retirement benefit (box 14)	Currency	
SURVIVOR	Survivor benefit (box 15)	Currency	
DISABILITY	Disability benefit (box 16)	Currency	
CHILD	Child benefit (box 17)	Currency	
DEATH	Death benefit (box 18)	Currency	
BENEFITNUM	Benefit number	Text, 20	
SIN	Social insurance number (box 12)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**

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COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.7 Headings for T4ARCA

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4ARCA"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
YEAR	Tax year	Interger, 4	**09**
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
REFUNDEMPLOYER	Refund of employer contributions (box 12)	Currency	
REFUNDEMPLOYEE	Refund of employee contributions (box 14)	Currency	
DISTRIBUTIONS	Distributions (box 16)	Currency	
SELLINGPRICE	Selling price of an interest in RCA(box 18)	Currency	
OTHER	Other amounts (box 20)	Currency	
INCOMETAX	Income tax deducted (box 22)	Currency	
SIN	Social insurance number (box 24)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.8 Headings for T4PS

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4PS"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
YEAR	Year	Integer, 4	**2009**
ACTUAL	Actual amount of non-eligible dividends (box 24)	Currency	
TAXABLE	Taxable amount of eligible dividends (box 25)	Currency	
CREDIT	Dividend tax credit for eligible dividends (box 26)	Currency	
ACTUAL_E	Actual amount of eligible dividends (box 30)	Currency	
TAXABLE_E	Taxable amount of eligible dividends (box 31)	Currency	
CREDIT_E	Dividend tax credit for eligible dividends (box 32)	Currency	
CAPGAINS	Capital gains for loses (box 34)	Currency	
OTHER	Other income (box 35)	Currency	
FORFEITED	Forfeited due to withdrawal (box 36)	Currency	
FOREIGNINCOME	Foreign non-business income (box 37)	Currency	
FOREIGNCAPGAINS	Foreign capital gains or losses (box 38)	Currency	
FOREIGNTAX	Foreign non-business tax (box 39)	Currency	
SIN	Canadian social insurance number (box 12)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	

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Heading	Description	Type, max. size	Comments, Examples & Defaults
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.9 Headings for T5 & RL3

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T5"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name, line 1 (type 3, 4 & 5)	Text, 30	Required field
NAME2	Recipient name, line 2 (type 3, 4 & 5)	Text, 12	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 30	Required field
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient middle initial (type 1 & 2)	Text, 1	
FIRSTINDIVIDUAL	Indicates first entity is individual (R3)	Yes/No	
LASTNAME2	Second recipient last name (type 2)	Text, 30	
FIRSTNAME2	Second recipient first name (type 2)	Text, 30	
INITIAL2	Second recipient middle initial (type 2)	Text, 1	
SECONDINDIVIDUAL	Indicate second entity is individual	Yes/No	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
TAXYEAR	Taxation year	Integer,4	**2009**
REPORTCODE	Report code (box 21)	Text, 1	**O - Original,** A - Amended or C - Cancelled
RECTYPE	Recipient type (box 23)	Text, 1	1
SIN	First recip. SIN/ID # or Business # (box 22)	Text, 15	
SIN2	Second recip. SIN/ID # (R3)	Text, 15	
ACTUAL	Am't of non-eligible dividends (box 10)	Currency	
ACTUAL_E	Am't of eligible dividends (box 24)	Currency	
INTEREST	Interest from Cdn sources (box 13, D)	Currency	
CAPGAINS	Capital gains dividends (box 18, I)	Currency	
OTHER	Other income from Cdn sources (box 14)	Currency	

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Heading	Description	Type, max. size	Comments, Examples & Defaults
FORINC	Foreign income (box 15, F)	Currency	
FORTAX	Foreign tax paid (box 16, G)	Currency	
ROYALTIES	Royalties from Cdn sources (box 17, H)	Currency	
ACCRUED	Accrued income: Annuities (box 19, J)	Currency	
RESOURCE	Resource allowance deduction (box 20)	Currency	
CURRENCY	Foreign currency code (box 27)	Text, 3	
TRANSIT	Transit (box 28)	Text, 10	
ACCOUNTNO	Recipient account number (box 29)	Text, 16	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
Additonal Headings for RL-3 fields:			
NEEDR3	Recipient needs RL-3	Yes/No	
ISINTERESTSAVINGSBONDS	Is interest from Fed. or Québec savings bonds	Yes/No	
ACCOUNTNOR3	Other ID/Recipient Number RL-3	Text, 16	
TEXTATTOPR3	Optional text to print at top of slip	Text, 15	
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.10 Headings for T1204

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T1204"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 12	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
POSTAL	Postal code (including space)	Text, 10	
PROV	Province code	Text, 2	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Integer, 4	
RECTYPE	Recipient type (box 23)	Text, 1	**1**, 3, or 4
SERVICEPAYMENTS	Service payments (box 82)	Currency	
MIXEDPAYMENTS	Mixed services payments (box 84)	Currency	
SIN	Social insurance number (box 12)	Text, 9	
BN	Business number (box 61)	Text, 15	
PARTNERSHIPID	Partnership's filer ID (box 86)	Text, 9	
LASTNAME	Sole proprietor's last name	Text, 20	
FIRSTNAME	Sole proprietor's first name	Text, 12	
INITIAL	Sole proprietor's initial	Text, 1	
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.11 Headings for T5018

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T5018"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Recipient name	Text, 30	Required field
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
PAYMENTS	Construction subcontractor payments (box 22)	Currency	
SIN	Recipient's ID number (BN or SIN) (box 24)	Text, 15	
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
RECTYPE	Recipient type	Text, 1	1
PARTNERSHIPID	Parnership's Filer ID	Text, 9	1
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.12 Headings for T2200

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T2200"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1 (Home address)	Text, 30	
ADDRESS2	Address line 2 (Business address)	Text, 30	
CITY	City	Text, 6	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SIN	Social insurance number	Text, 9	
TAXYEAR	Taxation year	Integer, 4	
EMPNUM	Employee number	Text, 20	
JOBTITLE	Job title & brief description of duties	Text, 100	
Q1YES	Question 1, "Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q1NO	Question 1, "No"	Yes/No	"Yes" checkmarks box, "No" will not
Q2YES	Question 2, "Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q2NO	Question 2, "No"	Yes/No	"Yes" checkmarks box, "No" will not
Q2AREA	Question 2, "Area of travel"	Text, 60	
Q3FROM	Question 3, "From date"	Date, mmm dd,, yyyy	
Q3TO	Question 3, "To date"	Date, mmm dd,, yyyy	
Q3BREAK	Question 3, "Break in employment"	Text, 60	
Q4AYES	Question 4, "Vehicle allowance, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q4ANO	Question 4, "Vehicle allowance, No"	Yes/No	"Yes" checkmarks

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Heading	Description	Type, max. size	Comments, Examples & Defaults
			box, "No" will not
Q4AMTFIXED	Question 4, "Fixed allowance amount"	Currency	
Q4PERKMRATE	Question 4, "Per km rate"	Currency	
Q4AAMTFORKM	Question 4, "km amount received"	Currency	
Q4AMTONT4	Question 4, "Amount rpt. on T4"	Currency	
Q4BYES	Question 4, "Company vehicle, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q4BNO	Question 4, "Company vehicle, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q5YES	Question 5, "Repayment received, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q5NO	Question 5, "Repayment received, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q5AMTPROOF	Question 5, "Received on proof of payment"	Currency	
Q5AMTCHARGED	Question 5, "Amount charged to employer"	Currency	
Q5AMTONT4	Question 5, "Amount rpt. on T4"	Currency	
Q5TYPEPROOF	Question 5, "Exp. type, Proof"	Text, 50	
Q5TYPECHARGED	Question 5, "Exp. type, Charged"	Text, 50	
Q5TYPEONT4	Question 5, "Exp. type, Rpt. on T4"	Text, 50	
Q6YES	Question 6, "Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q6NO	Question 6, "No"	Yes/No	"Yes" checkmarks box, "No" will not
Q6TYPEOTHER	Question 6, "Other expense description"	Text, 50	
Q7AYES	Question 7, "Commission, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q7ANO	Question 7, "Commission, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q7COMMISSION	Question 7, "Commissions"	Currency	
Q7TYPEOFSALES	Question 7, "Type of sales"	Text, 50	
Q7BYES	Question 7, "Bus. development acc't, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q7BNO	Question 7, "Bus. development acc't, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q7CYES	Question 7, "Commission inc. T4, Yes"	Yes/No	"Yes" checkmarks box, "No" will not

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Heading	Description	Type, max. size	Comments, Examples & Defaults
Q7CNO	Question 7, "Commission inc. T4, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q8YES	Question 8, "Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q8NO	Question 8, "No"	Yes/No	"Yes" checkmarks box, "No" will not
Q8HOWFREQUENTLY	Question 8, "Frequency"	Text, 50	
Q9AYES	Question 9, "Rent office, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9ANO	Question 9, "Rent office, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9BYES	Question 9, "Pay substitute, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9BNO	Question 9, "Pay substitute, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9CYES	Question 9, "Pay supplies, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9CNO	Question 9, "Pay supplies, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9DYES	Question 9, "Pay cell phone, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9DNO	Question 9, "Pay cell phone, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9EYES	Question 9, "Repay, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9ENO	Question 9, "Repay, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9DESCRIPTION	Question 9, "Type of expense"	Text, 50	
Q10AYES	Question 10, "50%, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q10ANO	Question 10, "50%, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q10BYES	Question 10, "Repay? Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q10BNO	Question 10, "Repay? No"	Yes/No	"Yes" checkmarks box, "No" will not
Q10DESCRIPTION	Question 10, "Type of expense"	Text, 50	
Q11AYES	Question 11, "Purchase tools, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q11ANO	Question 11, "Purchase tools, No"	Yes/No	"Yes" checkmarks

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Heading	Description	Type, max. size	Comments, Examples & Defaults
			box, "No" will not
Q11BYES	Question 11, "Satisfy, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q11BNO	Question 11, "Satisfy, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q12AYES	Question 12, "Apprentice, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q12ANO	Question 12, "Apprentice, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q12BYES	Question 12, "Designation, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q12BNO	Question 12, "Designation, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q13AYES	Question 13, "Purchase tools, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q13ANO	Question 13, "Purchase tools, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q13BYES	Question 13, "Satisfy, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q13BNO	Question 13, "Satisfy, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q14AYES	Question 14, "Forestry, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q14ANO	Question 14, "Forestry, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q14BYES	Question 14, "Power saw, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q14BNO	Question 14, "Power saw, No"	Yes/No	"Yes" checkmarks box, "No" will not
COMPANY.NAME 1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.13 Headings for T2202A

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T2202A"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SLIPSTATUS	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
PROGRAMNAME	Name of program of study	Text, 50	
STUDENTNUMBER	Student number	Text, 15	
FROMYEAR1	From: Year, line 1	Integer, 4	
FROMMONTH1	From: Month, line 1	Integer, 2	1, 2, 3…12
TOYEAR1	To: Year, line 1	Integer, 4	
TOMONTH1	To: Month, line 1	Integer, 2	1, 2, 3…12
TUITIONFEES1	Eligible tuition fees, line 1	Currency	
PARTTIMEMONTHS1	Number of months for: Part-time, line 1	Numeric, 2	1 to 12
FULLTIMEMONTHS1	Number of months for: Full-time, line 1	Numeric, 2	1 to 12
FROMYEAR2	From: Year, line 2	Integer, 4	
FROMMONTH2	From: Month, line 2	Integer, 2	1, 2, 3…12
TOYEAR2	To: Year, line 2	Integer, 4	
TOMONTH2	To: Month, line 2	Integer, 2	1, 2, 3…12
TUITIONFEES2	Eligible tuition fees, line 2	Currency	
PARTTIMEMONTHS2	Number of months for: Part-time, line 2	Numeric, 2	1 to 12
FULLTIMEMONTHS2	Number of months for: Full-time, line 2	Numeric, 2	1 to 12

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Heading	Description	Type, max. size	Comments, Examples & Defaults
FROMYEAR3	From: Year, line 3	Integer, 4	
FROMMONTH3	From: Month, line 3	Integer, 2	1, 2, 3…12
TOYEAR3	To: Year, line 3	Integer, 4	
TOMONTH3	To: Month, line 3	Integer, 2	1, 2, 3…12
TUITIONFEES3	Eligible tuition fees, line 3	Currency	
PARTTIMEMONTHS3	Number of months for: Part-time, line 3	Numeric, 2	1 to 12
FULLTIMEMONTHS3	Number of months for: Full-time, line 3	Numeric, 2	1 to 12
FROMYEAR4	From: Year, line 4	Integer, 4	
FROMMONTH4	From: Month, line 4	Integer, 2	1, 2, 3…12
TOYEAR4	To: Year, line 4	Integer, 4	
TOMONTH4	To: Month, line 4	Integer, 2	1, 2, 3…12
TUITIONFEES4	Eligible tuition fees, line 4	Currency	
PARTTIMEMONTHS4	Number of months for: Part-time, line 4	Numeric, 2	1 to 12
FULLTIMEMONTHS4	Number of months for: Full-time, line 4	Numeric, 2	1 to 12
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME 1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.14 Headings for T5013

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T5013"

Heading	Description	Type, max. size	Comments, Examples & Defaults
Main page fields			
NAME1	Recipient name line 1	Text, 50	Required field
NAME2	Recipient name line 2	Text, 12	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
TYPEOFSLIP	Type of slip (box 5)	Text, 1	**0 – Original** 1 – Amended 2 – Additional 3 – Cancelled 4 – Duplicate
COUNTRYCODE	Country code (box 7)	Text, 3	CAN, USA, etc.
MEMBERCODE	Member code (box 8)	Text, 1	
UNITSOWNED	Partnership units held (box 9)	Numeric	8 decimals
PARTNERSSHARE	Partner's share, in % (box 10)	Numeric	8 decimals
PARTNERID	Recipient's ID (box 11)	Text, 16	
COMPLEXSHARING	Complex sharing arrangements (box 12)	Text, 75	
(1) Limited partnership income/loss (Boxes 20-27)			
LIMITEDFARMING	Farming income (box 20)	Currency	
LIMITEDCAIS	Farming income (box 20)	Currency	
LIMITEDFISHING	Fishing income (box 21)	Currency	
LIMITEDBUSINESS	Business income (box 22)	Currency	
LIMITEDATRISK	At risk amount (box 22-1)	Currency	
LIMITEDADJUSTEDATRISK	Adj. at risk amount (box 22-2)	Currency	
LIMITEDRENTAL	Rental income (box 23)	Currency	
LOSSCARRYFWD	Loss carry forward (box 24)	Currency	
PREVLOSSCARRYFWD	Prev. loss carry forward (box 25)	Currency	
RETURNOFCAPITAL	Return of capital (box 27)	Currency	
A01TEXT1	Generic box # 1 – Province/Country	Text, 3	
A01TEXT2	Generic box # 1 – Box number	Text, 6	
A01AMOUNT	Generic box # 1 – Amount	Currency	

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A02TEXT1	Generic box # 2 – Province/Country	Text, 3
A02TEXT2	Generic box # 2 – Box number	Text, 6
A02AMOUNT	Generic box # 2 – Amount	Currency
A03TEXT1	Generic box # 3 – Province/Country	Text, 3
A03TEXT2	Generic box # 3 – Box number	Text, 6
A03AMOUNT	Generic box # 3 – Amount	Currency
A04TEXT1	Generic box # 4 – Province/Country	Text, 3
A04TEXT2	Generic box # 4 – Box number	Text, 6
A04AMOUNT	Generic box # 4 – Amount	Currency

(2) Canadian and foreign net business income / loss (Boxes 35-34)

NETBUSINESS	Business income (box 35)	Currency
NETPROFESSIONAL	Professional income (box 37)	Currency
NETFARMING	Farming income (box 41)	Currency
NETFISHING	Fishing income (box 43)	Currency
NETOTHER	Other income (box 30)	Currency
GROSSTOTALINCOME	Total gross income (box 34)	Currency

(3) Canadian and foreign investments and carrying charges (Boxes 26-59)

NETRENTAL	Net rental income (box 26)	Currency
DIVIDENDS	Actual non-eligible div. (box 51)	Currency
TAXABLE	Taxable amount of non-eligible dividends (box 51-1)	Currency
CREDIT	Non-eligible dividend tax credit (box 51-2)	Currency
DIVIDENDS_E	Actual eligible div. (box 52)	Currency
TAXABLE_E	Taxable am't eligible div.(box 52-1)	Currency
CREDIT_E	Eligible div. tax credit (box 52-2)	Currency
INTEREST	Interest from Can sources (box 50)	Currency
FRMDIVIDENDS	For. div. and interest inc. (box 55)	Currency
BUSINVESTLOSS	Business invest loss (box 56)	Currency
CARRYINGCHARGES	Carrying charges (box 59)	Currency
C01TEXT1	Generic box # 1 – Province/Country	Text, 3
C01TEXT2	Generic box # 1 – Box number	Text, 6
C01AMOUNT	Generic box # 1 – Amount	Currency
C02TEXT1	Generic box # 2 – Province/Country	Text, 3
C02TEXT2	Generic box # 2 – Box number	Text, 6
C02AMOUNT	Generic box # 2 – Amount	Currency
C03TEXT1	Generic box # 3 – Province/Country	Text, 3
C03TEXT2	Generic box # 3 – Box number	Text, 6
C03AMOUNT	Generic box # 3 – Amount	Currency

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(4) Renounced Canadian exploration and development expenses (Boxes 120-)

RENOUNCEDCEE	Renounced Can. Explor. Exp. (box 120)	Currency
RENOUNCEDCDE	Renounced Can. Dev. Exp. (box 121)	Currency
ASSISTANCECEE	Assiss. for Can. Explor. Exp. (box 124)	Currency
ASSISTANCECDE	Assiss. for Can. Dev. Exp. (box 125)	Currency
PORTIONINTFREECEE	Portion interest free CEE (box 130)	Currency
EXPENSESITC	Expenses qualified for ITC (box 128)	Currency
PORTIONINTFREEITC	Portion interest free ITC (box 129)	Currency
EXPENSESBCTAXCREDIT	Expenses BC tax credit (box 141)	Currency
EXPENSESSKTAXCREDIT	Expenses SK tax credit (box 143)	Currency
EXPENSESMBTAXCREDIT	Expenses MB tax credit (box 144)	Currency
EXPENSESONTAXCREDIT	Expenses ON tax credit (box 145)	Currency
F01TEXT1	Generic box # 1 – Province/Country	Text, 3
F01TEXT2	Generic box # 1 – Box number	Text, 6
F01AMOUNT	Generic box # 1 – Amount	Currency
F02TEXT1	Generic box # 2 – Province/Country	Text, 3
F02TEXT2	Generic box # 2 – Box number	Text, 6
F02AMOUNT	Generic box # 2 – Amount	Currency

(5) Tax shelter information (Boxes 150-)

UNITSACQUIRED	Number of units (box 150)	Currency
COSTPERUNIT	Costs per unit (box 151)	Currency
LIMITEDRECOURSEAMOUNTS	Limited recourse am’ts (box 153)	Currency
ATRISKADJUSTMENTS	At risk adjustments (box 154)	Currency
OTHERINDIRECTREDUCTIONS	Other indirect. reduct. (box 155)	Currency
G01TEXT1	Generic box # 1 – Province/Country	Text, 3
G01TEXT2	Generic box # 1 – Box number	Text, 6
G01AMOUNT	Generic box # 1 – Amount	Currency

(6) Other amounts and information

CAPGAINS	Capital gains (box 70)	Currency
CAPGAINSRES	Capital gains reserves (box 71)	Currency
CCA	Capital cost allowance (box 85)	Currency
Generic boxes where ## is two numerals (01 to 25):		
X##TEXT1	Generic box # 1 – Province/Country	Text, 3
X##TEXT2	Generic box # 2 – Box number	Text, 6
X##AMOUNT	Generic box # 1 – Amount	Currency

(7) Other amounts and information

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Generic large boxes where ## is two numerals (01 to 10):

E##TEXT2	Generic box # 2 – Box number	Text, 6	
E##TEXT3	Generic box # 3 – Text	Text, 65	

Additional Headings for T5015 fields:

CAPITALSTART	Capital account start of period	Currency	
CAPITALCONTRIBUTED	Capital contribution during period	Currency	
OTHERADJUSTMENTS	Other Adjustments	Currency	
INCOMEALLOCATED	Income allocated during period	Currency	
DRAWINGS	Drawings	Currency	
CAPITALEND	Capital account end of period	Currency	
RECTYPE	Recipient code	Text, 1	**1 – Individual** (other than a trust) 2 – Trust 3 – Corporation 4 – Partnership 5 – Nominee or agent
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.15 Headings for RL2

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R2"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SOURCE1	Source of income	Text, 6	
BENEFICIARYNUM	Employer assigned number	Text, 20	
ANNUITY	Life annuity payments amount	Currency	Box A
BENEFIT	RRSP, RRIF, DPSP benefit amount	Currency	Box B
OTHERPAYMENT	Other Payment amount	Currency	Box C
REFUNDRRSPSPOUSE	Refunded RRSP amounts	Currency	Box D
DEATHBENEFIT	Value of benefit at time of death	Currency	Box E
REFUNDRRSPUNDEDUCTED	Amount of refunded excess RRSP	Currency	Box F
REVOCATION	Value of benefit before amendment	Currency	Box G
OTHERINCOME	All other income	Currency	Box H
DEDUCTION	Amount giving entitlement to deduction	Currency	Box I
TAX	Amount of Québec tax held at source	Currency	Box J
INCOMEAFTERDEATH	Income earned after death amount	Currency	Box K
LIFELONGLEARNING	Life Long Learning Plan amount	Currency	Box L
TAXPAIDAMOUNT	Tax paid amount	Currency	Box M
SIN	Social insurance number	Text, 9	
SIN2	Spouses social insurance number	Text, 9	Box N
HOMEBUYER	Withdrawal under HBP	Currency	Box O
REPORTCODE	Status of slip	Text, 1	**R - Original**,

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			A - Amended, or D - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.16 Headings for RL8

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R8"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year of return	Integer, 4	**2009**
AMOUNTFORSTUDIES	Amount for post-secondary studies	Currency	
TUITIONFEES	Tuition or examination fees	Currency	
DONATIONS	Donations	Currency	
SIN	Social Insurance Number	Text, 9	
STUDENTNUMBER	Student number	Text, 15	
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended, or D - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME 1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.17 Headings for RL15

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R15"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Employee name line 1	Text, 30	Required field
NAME2	Employee name line 2	Text, 12	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
PARNTERID	Partnerships identification number	Text, 16	
REPORTCODE	Status of slip	Text, 1	**O - Original,** A - Amended or C - Cancelled
PARTNERSSHARE	Partner's share (%) of income / loss	Numeric	8 decimals
UNITSOWNED	Number of partnership units owned	Numeric	8 decimals
MEMBERCODE	Partner code	Text, 1	
RECTYPE	Recipient type	Text, 1	1
CAPITALSTART	Balance at start of fiscal period	Currency	
CAPITALCONTRIBUTED	Capital contributions during fiscal period	Currency	
OTHERADJUSTMENTS	Other adjustments	Currency	
INCOMEALLOCATED	Income / loss allocated during fiscal period	Currency	
DRAWINGS	Drawings	Currency	
CAPITALEND	Capital account at end of fiscal period	Currency	
BOX1	Net Canadian & foreign bus. income / loss	Currency	
BOX2	Net foreign business income / loss	Currency	
BOX3	Net Canadian & foreign rental income / loss	Currency	
BOX4	Net foreign rental income / loss	Currency	
BOX5	Capital cost allowance	Currency	
BOX6A	Actual amount of eligible dividends	Currency	

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Heading	Description	Type, max. size	Comments, Examples & Defaults
BOX6B	Actual amount of ordinary dividends	Currency	
BOX7	Interest and other investment income from Canadian sources	Currency	
BOX8	Foreign dividends & interest	Currency	
BOX9	Patronage dividends from a corporation	Currency	
BOX10	Capital gains / losses used to calc. ded.	Currency	
BOX11	Reserves for dispositions of capital property	Currency	
BOX12	Capital gains / losses not used to calc. ded.	Currency	
BOX13	Business investment loss	Currency	
BOX14	Gross income / loss of partnership	Currency	
BOX15A	Carrying charges and interest expenses	Currency	
BOX15B	Dividend rental arr. compensation payments	Currency	
BOX16	Quebec income tax withheld at source	Currency	
BOX17	Foreign income tax paid on non-business income	Currency	
BOX18	Foreign income tax paid on business income	Currency	
BOX19	Donations and gifts	Currency	
BOX20	Other gifts	Currency	
BOX21A	Investment tax credit - depreciable property	Currency	
BOX21B	Investment tax credit - other property	Currency	
BOX24A	Paid up capital - share of debts	Currency	
BOX24B	Paid up capital - share of qualified property	Currency	
BOX24C	Paid up capital - share of total assets	Currency	
BOX25	R & D Expenditures	Currency	
BOX26	At-risk amount	Currency	
BOX27	Limited partnership loss	Currency	
BOX28	Canadian exploration expenses	Currency	
BOX29	Canadian development expenses	Currency	
BOX30	Canadian oil & Gas property expenses	Currency	
BOX31	Expenses related to foreign resources	Currency	
BOX32	Quebec exploration expenses	Currency	
BOX33	Quebec surface mining or oil & gas exploration expenses	Currency	

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Heading	Description	Type, max. size	Comments, Examples & Defaults
BOX34	Exploration expenses incurred in Northern Quebec	Currency	
BOX35_28	Assistance corresponding to box 28	Currency	
BOX35_29	Assistance corresponding to box 29	Currency	
BOX35_30	Assistance corresponding to box 30	Currency	
BOX35_32	Assistance corresponding to box 32	Currency	
BOX35_33	Assistance corresponding to box 33	Currency	
BOX43	Capital repayment	Currency	
BOX44	Dividend tax credit	Currency	
BOX45	Eligible taxable capital gains on resource property	Currency	
BOX50	Number units acquired during fiscal period	Currency	
BOX51	Cost per unit	Currency	
BOX53	Limited-recourse amount	Currency	
BOX54	At-risk adjustment	Currency	
BOX55	Other indirect adjustments	Currency	
BOX60	Canadian exploration expenses	Currency	
BOX61	Canadian development expenses	Currency	
BOX62	Quebec exploration expenses	Currency	
BOX63	Quebec surface mining or oil & gas exploration expenses	Currency	
BOX64	Exploration expenses incurred in Northern Quebec	Currency	
BOX65	Share and security issue expenses	Currency	
BOX66_60	Assistance - box 60	Currency	
BOX66_61	Assistance - box 61	Currency	
BOX66_62	Assistance - box 62	Currency	
BOX66_63	Assistance - box 63	Currency	
BOX66_64	Assistance - box 64	Currency	
DETAILS01	Details, line 1	Text, 100	
DETAILS02	Details, line 2	Text, 100	
DETAILS03	Details, line 3	Text, 100	
DETAILS04	Details, line 4	Text, 100	
DETAILS05	Details, line 5	Text, 100	

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Heading	Description	Type, max. size	Comments, Examples & Defaults
EMAILADDRESS	Recipient email address	Text, 255	
OKATOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.18 Headings for RL17

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R17"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME1	First recipient last name	Text, 30	Required field
FIRSTNAME1	First recipient first name	Text, 12	
INITIAL1	First recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Text, 1	**2009**
SIN	Social insurance number	Text, 9	
REFERENCENUMBER	Employer reference number	Text, 15	
DEDUCTION	Total deductions (box A)	Currency	
INCOMEYEAR	Total employment revenue (box B)	Currency	
INCOMESTAY	Total income for stay (box C)	Currency	
ALLOWANCEYEAR	Allowance in year (box D)	Currency	
ALLOWANCESTAY	Allowance for stay (box E)	Currency	
DAYSOUTSIDE	Days outside Canada (box F)	Integer	
PERIODSOUTSIDE	Number of 30 day periods (box G)	Integer	
DATEDEPARTURE	Departure date from Canada (box H)	Date	
DATERETURN	Return date to Canada (box I)	Date	
FOREIGNCOUNTRY	Name of foreign country (box J)	Text, 20	
SLIPSTATUS	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**

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COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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13.7.19 Headings for RL25

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R25"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Beneficiary name line 1 (type 3, 4 & 5)	Text, 30	Required field
NAME2	Beneficiary name line 2 (type 3, 4 & 5)	Text, 12	
LASTNAME1	First beneficiary last name (type 1, 2 & 6)	Text, 30	Required field
FIRSTNAME1	First beneficiary first name (type 1, 2 & 6)	Text, 30	
INITIAL1	First beneficiary middle initial (type 1, 2 & 6)	Text, 1	
LASTNAME2	Second beneficiary last name (type 1, 2 & 6)	Text, 30	
FIRSTNAME2	Second beneficiary first name (type 1, 2 & 6)	Text, 30	
INITIAL2	Second beneficiary middle initial (type 1, 2 & 6)	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
BENEFICIARYNUM	Employer assigned number	Text, 20	
TRANSIT	Bank transit number	Text, 10	
RECTYPE	Recipient type (box 23)	Text, 1	1
REPORTCODE	Status of slip	Text, 1	**R - Original**, A - Amended or D - Cancelled
SIN2	Second beneficiary SIN	Text, 9	
ACTUALDIVIDENDS	Non-Eligible Dividend amount	Currency	Box A1
ACTUALDIVIDENDS_E	Eligible Dividend amount	Currency	Box A2
CAPGAINS	Total net Capital Gains	Currency	Box B
CAPGAINSEXEMPTION	Farm or small business capital gains	Currency	Box C
OTHER	QPP and other amounts	Currency	Box D
CANCELLED	Amounts cancelled	Currency	Box E
TAXABLEDIVIDENDS	Taxable amount of dividends	Currency	Box F

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Heading	Description	Type, max. size	Comments, Examples & Defaults
TAXCREDIT	Amount of dividend tax credit	Currency	Box G
FOREIGNTAX	Income tax paid to a foreign government	Currency	Box H
QUEBECTAX	Québec income tax withheld	Currency	Box I
SECONDINDIVIDUAL	Is second recipient an individual (type 1, 2 & 6)	Yes/No	
NAMESPRINCIPAL	Principal person who established trust deed	Text, 25	
SIN	First beneficiary SIN	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	**Yes**
COMPANY.NAME1	Name of company with which the slip is associated	Text, 30	**T4 TimeSaver Enterprise only** Optional field

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